

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P. OEC - 01

MECHANIC
SIGNATURE:


DATE:

3/8/12

LOCATION/RM #:

107

WO# 7558

ASSET # 5208

START TIME:

1100

FINISH TIME:

1110

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Schedule shutdown with operating personnel, as needed.			
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
1	Check fan blades for dust buildup and clean if necessary.			
2	When applicable, check fan blades and moving parts for cracks and excessive wear.			
3	Tighten all electrical connectors to proper torque as needed.			
4	Check that the fan runs properly in all speeds as applicable.			
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			
7	Lubricate mechanical connections of dampers sparingly as applicable.			
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.			
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.			
10	Check coils for leaking, tightness of fittings.			
11	Use fin comb to straighten coil fins as needed.			

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

mini

split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa 080 - 01

MECHANIC
SIGNATURE:


DATE:

3/8/19

LOCATION/RM #:

116

WO#

7889

ASSET #

5209

START TIME:

1116

FINISH TIME:

1120

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Schedule shutdown with operating personnel, as needed.			
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
1	Check fan blades for dust buildup and clean if necessary.			
2	When applicable, check fan blades and moving parts for cracks and excessive wear.			
3	Tighten all electrical connectors to proper torque as needed.			
4	Check that the fan runs properly in all speeds as applicable.			
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			
7	Lubricate mechanical connections of dampers sparingly as applicable.			
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.			
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.			
10	Check coils for leaking, tightness of fittings.			
11	Use fin comb to straighten coil fins as needed.			

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

mini split

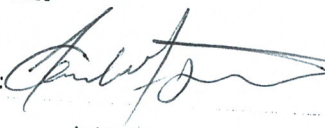
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P- 080-01

MECHANIC

SIGNATURE:



DATE:

3/8/18

LOCATION/RM #:

120

WO#

7559

ASSET #

5210

START TIME:

1/20

FINISH TIME:

1/30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Schedule shutdown with operating personnel, as needed.			
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
1	Check fan blades for dust buildup and clean if necessary.			
2	When applicable, check fan blades and moving parts for cracks and excessive wear.			NA
3	Tighten all electrical connectors to proper torque as needed.			NA
4	Check that the fan runs properly in all speeds as applicable.			
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			
7	Lubricate mechanical connections of dampers sparingly as applicable.			NA
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.			NA
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.			
10	Check coils for leaking, tightness of fittings.			
11	Use fin comb to straighten coil fins as needed.			NA

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

NA

NA

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.
To be performed by: General Maintenance Worker

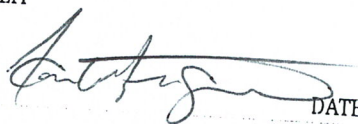
Additional Notes:

mini split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P 080 - 01

MECHANIC
SIGNATURE:


DATE:

3/5/19

LOCATION/RM #:

102

WO# 7888

ASSET # 5212

START TIME:

1/30

FINISH TIME:

1/40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Schedule shutdown with operating personnel, as needed.			
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
1	Check fan blades for dust buildup and clean if necessary.		NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		NA	
3	Tighten all electrical connectors to proper torque as needed.			
4	Check that the fan runs properly in all speeds as applicable.			
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			
7	Lubricate mechanical connections of dampers sparingly as applicable.		NA	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.		NA	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.			
10	Check coils for leaking, tightness of fittings.			
11	Use fin comb to straighten coil fins as needed.		NA	

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency. To be performed by: General Maintenance Worker

Additional Notes:

Mini Split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

R 020 - 01

MECHANIC

SIGNATURE:



DATE:

3/8/19

LOCATION/RM #:

104

WO#

7889

ASSET #

5213

START TIME:

1140

FINISH TIME:

1150

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		/	
2	Schedule shutdown with operating personnel, as needed.		/	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.		/	
1	Check fan blades for dust buildup and clean if necessary.		N/A	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		N/A	
3	Tighten all electrical connectors to proper torque as needed.	/		
4	Check that the fan runs properly in all speeds as applicable.	/		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		
7	Lubricate mechanical connections of dampers sparingly as applicable.	/		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.		N/A	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	N/A	
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins as needed.		N/A	

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

N/A

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency. To be performed by: General Maintenance Worker

Additional Notes:

mini

split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pp 080101

LOCATION/RM #:

106

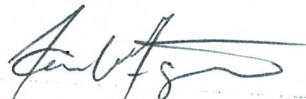
WO#

7999

ASSET # 5214

MECHANIC

SIGNATURE:



DATE:

3/8/19

START TIME:

1150

FINISH TIME:

1200

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		/	
2	Schedule shutdown with operating personnel, as needed.		/	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.		/	
1	Check fan blades for dust buildup and clean if necessary.		NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		NA	
3	Tighten all electrical connectors to proper torque as needed.		NA	
4	Check that the fan runs properly in all speeds as applicable.	/		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		
7	Lubricate mechanical connections of dampers sparingly as applicable.		NA	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.		NA	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins as needed.		NA	

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

NA

NA

NA

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

mini split

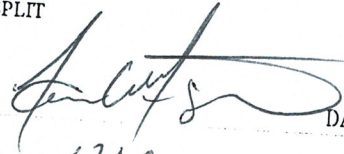
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa 080-01

MECHANIC

SIGNATURE:



DATE:

3/8/19

LOCATION/RM #:

118

WO#

7998

ASSET #

5215

START TIME:

1200

FINISH TIME:

1210

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Schedule shutdown with operating personnel, as needed.			
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
4	Check fan blades for dust buildup and clean if necessary.			
5	When applicable, check fan blades and moving parts for cracks and excessive wear.			
6	Tighten all electrical connectors to proper torque as needed.			
7	Check that the fan runs properly in all speeds as applicable.			
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			
10	Lubricate mechanical connections of dampers sparingly as applicable.			
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.			
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.			
13	Check coils for leaking, tightness of fittings.			
14	Use fin comb to straighten coil fins as needed.			

NA
NANA
NA

NA

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

NA

NA

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

mini split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pc 080 - 01*MECHANIC
SIGNATURE: *[Signature]*DATE: *3/8/18*LOCATION/RM #: *119*WO# *7999*ASSET # *5216*START TIME: *1210*FINISH TIME: *1220*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	-	-	
2	Schedule shutdown with operating personnel, as needed.	-	-	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	-	-	
1	Check fan blades for dust buildup and clean if necessary.	-	NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	-	NA	
3	Tighten all electrical connectors to proper torque as needed.	-	-	
4	Check that the fan runs properly in all speeds as applicable.	-	-	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	-	-	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	-	NA	
7	Lubricate mechanical connections of dampers sparingly as applicable.	-	NA	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	-	-	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	-	-	
10	Check coils for leaking, tightness of fittings.	-	NA	
11	Use fin comb to straighten coil fins as needed.	-	-	

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

mini split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

P1 080-01

MECHANIC
SIGNATURE:

DATE: 3/8/19

LOCATION: DRAE

W 7988

ASSET # 5300

START TIME: 12:15

FINISH TIME: 12:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (If task is not completed, provide explanation)
		YES	NO	
SPECIAL INSTRUCTIONS:				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		✓	
4	Schedule work with operating personnel, as needed.		N/A	
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	✓	
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	✓	✓	
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	✓	✓	
TO BE COMPLETED BY THE CONTRACTOR:				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		N/A	
2	Check and clean all electrical contacts and pneumatic orifices.	✓	N/A	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	✓	N/A	
4	Check for bad indicator lights and gauges and replace as necessary.	✓	N/A	
5	Test all controllers and set at proper set points.	✓	N/A	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		N/A	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*, October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

ACK 1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

P 080 - 01

MECHANIC
SIGNATURE

DATE:

3/8/18

LOCATION:

PAC 100 7998 Asset # 5301

START TIME:

12:25

FINISH TIME:

12:35

ITEM #	DESCRIPTION	TASK COMPLETED		NOTES/REMARKS
		YES	NO	
SECTION 1: GENERAL MAINTENANCE				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		✓	
4	Schedule work with operating personnel, as needed.	✓	N/A	
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	✓	
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	✓		
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	✓		
SECTION 2: TROUBLESHOOTING AND REPAIRS				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		N/A	
2	Check and clean all electrical contacts and pneumatic orifices.	✓	N/A	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	✓	N/A	
4	Check for bad indicator lights and gauges and replace as necessary.	✓	N/A	
5	Test all controllers and set at proper set points.		N/A	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		N/A	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*, October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

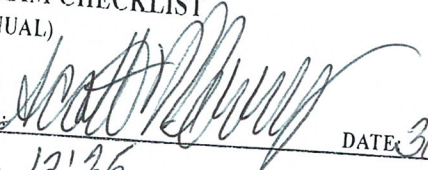
Additional Notes:

PAU - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

P2080-01

MECHANIC
SIGNATURE:


DATE: 3/8/19

LOCATION:

Boiler Room 7598 Asset # 5307

START TIME:

12:35

FINISH TIME:

12:45

CHECK POINT	CHECK POINT DESCRIPTION	PASS/COMPLETE		NOTES/ACTIONS (If Pass, add date of inspection; if No, provide action)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		✓	
4	Schedule work with operating personnel, as needed.	✓	N/A	
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	✓	
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	✓	✓	
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	✓		
TO BE PERFORMED BY DATE OF INSPECTION				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	✓	N/A	
2	Check and clean all electrical contacts and pneumatic orifices.	✓	N/A	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	✓	N/A	
4	Check for bad indicator lights and gauges and replace as necessary.	✓	N/A	
5	Test all controllers and set at proper set points.	✓	N/A	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.	✓	N/A	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012, *Public Buildings Maintenance Standards Final*, October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

Boiler Room Control Panel