

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WU 043 -01

LOCATION/RM #: C101 WO# 8780

ASSET # 3320

MECHANIC
SIGNATURE: 

DATE: 5/21/18

START TIME: 12:00

FINISH TIME: 12:15

CHECK ITEM	ITEM DESCRIPTION	TASK COMPLETED YES NO	NOTES/ACHIEVEMENTS	
			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	Schedule outage of unit with personnel in area the unit serves.		✓	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		✓	
5	Remove debris from air screen and clean underneath unit.	✓		
6	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
7	Straighten fin tubes with fin comb, as needed.	✓		
8	Check electrical connections for tightness.	✓		
9	Check mounting base for tightness.	✓		
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations	✓		
11	Inspect all piping for leaks and tighten loose connections.	✓		
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
	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 any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **WV 043 - 01**LOCATION/RM #: **OUTDOOR**WO# **8785**ASSET # **3321**MECHANIC
SIGNATURE: DATE: **5/21/18**START TIME: **12:15**FINISH TIME: **12:30**

ITEM #	DESCRIPTION	SPECIAL INSTRUCTIONS	TO BE PERFORMED DURING EACH INSPECTION SERVICE		NOTES/ACHIEVEMENTS
			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.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule outage of unit with personnel in area the unit serves.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Remove debris from air screen and clean underneath unit.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>No Rinse</i>
6	Wash coil with coil cleaning solution - Rinse Thoroughly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Straighten fin tubes with fin comb, as needed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check electrical connections for tightness.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check mounting base for tightness.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Inspect all piping for leaks and tighten loose connections.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Inspect unit for overall condition and recommend for replacement or other needed repairs.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Clean up work area.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

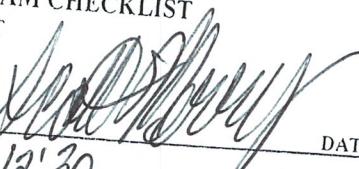
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **WV 043 -a,**
LOCATION/RM #: **02512** WO# **8785** ASSET # **3322**

MECHANIC
SIGNATURE: 

DATE: **5/21/18**

START TIME: **12:30**

FINISH TIME: **12:45**

ITEM #	ITEM DESCRIPTION	BASIC CHECKLIST	SPECIAL INSTRUCTIONS		NOTES/CHANGES
			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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TO BE PROVIDED BY EACH INSPECTION SERVICE					
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>No Rinse</i>
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
11	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 043-01LOCATION/RM #: OUTS12WO# 8281ASSET # 3323MECHANIC
SIGNATURE: Mark S. SmithDATE: 5/21/18START TIME: 12:45FINISH TIME: 1:00

ITEM/PROCEDURE	DESCRIPTION	BASIC COMPLETION	NOTES/CHANGES	
			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.	<input checked="" type="checkbox"/>		
2	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>		
TO BE PERFORMED DURING INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	N/A <u>No Rinse</u>	
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	N/A	
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>		
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations	<input checked="" type="checkbox"/>		
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		
11	Clean up work area.	<input checked="" type="checkbox"/>		

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

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WU 043 -01

LOCATION/RM #: OUTSIDE WO# 873

ASSET # 3224

MECHANIC
SIGNATURE:

START TIME: 11:00

DATE: 5/21/18

FINISH TIME: 11:15

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: WV 043 - 51

LOCATION/RM #: 2

WO# 8795

ASSET # 6679

MECHANIC
SIGNATURE:

START TIME:


DATE: 5/21/18

FINISH TIME: 1140

CHECKLIST (101-104)	PROCEDURE(S) OR INSTRUCTION(S)	TO PERFORM DATE INSPECTION SERVICE	
		USING OWN EQUIPMENT	USING COMPANY EQUIPMENT
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.		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	✓
3	If EMS (Energy Management System) exists, run the manufacturer's diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		
4	Review all zone set points at the server.	✓	✓
5	Inspect thermostat installation, ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.	✓	✓
6	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	✓	✓
7	Check time-of-day schedule to confirm consistency with facility operation.		
8	Adjust schedule as needed.		
9	If applicable, replace battery as needed.		

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

To be performed by: HVAC Technician

Additional Notes:

Temp Sensor

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: WV 093-01		MECHANIC SIGNATURE: John Butler	
LOCATION/RM #: D111		DATE: 5/21/13	
GLB: 03 01/01 1hr		WO# 878	
ASSET # 66FC		START TIME: 1130	
COMPLETED BY: John Butler		FINISH TIME: 1100	
TO BE PERFORMED DATE EX: INSPECTION SERVICES			
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.			
2. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
3. If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.			
4. Review all zone set points at the server.			
5. Inspect thermostat installation, ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.			
6. Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.			
7. Check time-of-day schedule to confirm consistency with facility operation.			
8. Adjust schedule as needed.			
9. If applicable, replace battery as needed.			
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.			
To be performed by: HVAC Technician			
Additional Notes:			

Temp Sensor