

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: _____

**MECHANIC
SIGNATURE:** _____

DATE: _____

LOCATION/RM #: _____ **WO#** _____ **ASSET #** _____

START TIME: _____ **FINISH TIME:** _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.			
3	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.			
4	Recover, recycle, or reclaim the refrigerant as appropriate.			
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.			
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.			
7	Refrigerant oils to be treated as hazardous waste.			
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.			
9	Remove access covers prior to accomplishing check points.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
CONDENSER				
1	Remove debris from air screen and clean underneath unit.			
2	Pressure wash coil with proper cleaning solution.			
3	Straighten fin tubes with fin comb.			
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors			
5	Check mounting for tightness.			
6	Check for corrosion. Clean and treat with inhibitor as needed.			
7	Check fan or blower for bent or damaged blades and imbalance.			

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		YES	NO	
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.			
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.			
EVAPORATOR				
1	Inspect evaporator for any obvious deficiencies.			
2	Inspect plumbing, valves and flanges for leaks and correct as needed.			
COMPRESSOR(S)				
1	Lubricate drive coupling, if applicable.			
2	Lubricate motor bearings (non-hermetic), if applicable.			
3	Check bearings for vibrations or unusual noises.			
4	Leak test unit with soap test or electronic device.			
5	Check compressor oil level., if applicable.			
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.			
7	Check vibration eliminators. Replace as necessary.			
	Document AMP draw on compressors			L1 L2 L3
8	Check safety controls for high pressure cut off.			
CONTROLS				
1	Record chilled water supply and return temps and Humidity .			

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: