

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: VA009-01

MECHANIC
SIGNATURE: *Tn L*

DATE: 5/7/19

LOCATION/RM #:

START TIME: 10AM

FINISH TIME: 11AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA009-01	8526	2261	PM-SA-2268		199M R2	PUBLIC WORKS NUMBER MC 87269 84394	J-1502000-04 1-pc Air Handler Quarterly Filter PM	mechanism
VA009-01	8526	2262	PM-SA-2268			0499V51953	J-1502000-04 1-pc Air Handler, with Chilled Water Quarterly Filter PM	mech room

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.			
2	Check running motor amps on all three phases (record in note column) note L1, L2, and L3 amp draws.			
3	Tighten all electrical connectors/lugs to proper torque.			
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.			
5	Check bearing collar set screws on fan shaft to make sure they are tight.			
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.			
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.			

8	Lubricate mechanical bearings and connections sparingly.			
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.			
12	If applicable, clean strainer (annually).			
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.			

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		YES	NO	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.			
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.			
16	Check and test freeze stat for proper operation			
17	Check refrigerant levels. (Document levels in the notes/actions section)			
18	Vacuum interior of unit.			
19	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.			
20	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.			
21	Clean up work area.			

Note: The technician shall perform any repairs identified during the inspection and direct material cost to PM expense. For any deficiencies found exceeding 60% of the time on maintenance (CM) ticket, photo, and notes, the deficiency. To be performed by: H



