

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

SITE AND BLDG #: VA010-01

MECHANIC  
SIGNATURE:

DATE:

LOCATION:

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA010-01	8725	3215	PM-SA-3215	Daikin	RXYQ96PPTJ	A000306	J-1502000-04 1-pc Chiller, Air Cooled	Heat Pump
VA010-01	8725	3216	PM-SA-3215	Daikin	RXYQ96PPTJ	A000459	J-1502000-04 1-pc Chiller, Air Cooled	Heat Pump
VA010-01	8725	3217	PM-SA-3215	Daikin	RXYQ96PPTJ	A000330	J-1502000-04 1-pc Chiller, Air Cooled	Heat Pump
VA010-01	8725	3218	PM-SA-3215	Daikin	RXYQ96PPTJ	A000331	J-1502000-04 1-pc Chiller, Air Cooled	Heat Pump

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	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	✓		
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.		✓	N/A
5	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms tube maintained by technician in universal waste binder.		✓	N/A

6	Recover, recycle, or reclaim the refrigerant as appropriate.		✓	N/A
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.		✓	N/A
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		✓	N/A
9	Refrigerant oils to be treated as hazardous waste.		✓	N/A
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.		✓	N/A
11	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.		✓	N/A

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	✓		No Fuse Disconnects
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.	✓		
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.		✓	N/A Sealed Motor
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.		✓	N/A

##### 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.		✓	N/A
2	Lubricate motor bearings (non-hermetic), if applicable.		✓	N/A
3	Check bearings for vibrations or unusual noises.	✓		
4	Leak test unit with soap test or electronic device.		✓	N/A
5	Check compressor oil level., if applicable.		✓	N/A
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.	✓		
8	Check safety controls for high pressure cut off.		✓	N/A

##### CONTROLS

1	Confirm chiller is operating through building automation.		
---	---	--	--



Error Code J2, J5

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:**



Clean coils and debris from under units.

\* Found error J2 Zone 1  
(Malfunction of current sensor of compressor).

\* Found error J5  
(Malfunction of suction line thermistor).

\* Changed 16 (20x20x1)  
air filters that are  
for indoor sections of  
these units.

CM Needed