

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PACKAGE UNIT AC

SITE AND BLDG #: VA039-01

MECHANIC
SIGNATURE:

5-8-19

LOCATION:

START TIME: 2:15PM

DATE:

FINISH TIME: 3PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-01	8489	4638	FQ-3047	Carrier	52CEA 31230 X745 1AA	2902 78	J-1502000-09 1- pc Packaged Terminal AC Quarterly Filter PM	RM 129
VA039-01	8489	4645	FQ-3047				J-1502000-09 1- pc Packaged Terminal AC Quarterly Filter PM	Bath- 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	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.	✓		
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.	✓		
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.	✓		
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.	✓		
5	Check mounting for tightness.	✓		
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓	✓	N/A
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
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.	✓		
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.	✓	✓	N/A
8	Check safety controls for high pressure cut off.	✓		

CONTROLS

1	Confirm chiller is operating through building automation.		✓	N/A
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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:

Quote submitted for asset 4645
in uni-sex bathroom!

