

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

**SITE AND BLDG #:** VA049-01

**MECHANIC**  
**SIGNATURE:** *T. L.*

**DATE:** *5/13/19*

**LOCATION/RM #:** *outside main entrance doors*

**START TIME:** *9 AM*

**FINISH TIME:** *10 AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA049-01	8528	2316	PM-SA-2312		4a7c3060a3000bb		J-1502000-04 1-pc Condensing Unit	

*MJT SV B1541*

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	Schedule outage of unit with personnel in area the unit serves.				
3	Follow lock out/tag out procedures always. 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.				
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Remove debris from air screen and clean underneath unit.				
2	Wash coil with coil cleaning solution - Rinse Thoroughly				
3	Straighten fin tubes with fin comb, as needed.				
4	Check electrical connections for tightness.				
5	Check mounting base for tightness.				
6	Inspect fans for bent blades, unbalance, excessive noise, and vibrations.				
7	Inspect all piping for leaks and tighten loose connections.				

8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.			
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.			
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.			
11	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:**

