

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR AIR UNITS

SITE AND BLDG #: VA051-01

MECHANIC
SIGNATURE:

DATE: 5-13-19

LOCATION/RM #:

START TIME: 1pm

FINISH TIME: 3pm

Site Location	WO #	Asset #	P M #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA051-01	8790	3015		Dakin			J-1502000-04 1-pc Ac Unit, Hallway Quarterly Filter PM	
VA051-01	8790	3016		Dakin	FXMQ24PVJU	E003661	J-1502000-04 1-pc AC Unit, Heat Pump, Fan CoilUnit cap 479 PSIG Quarterly Filter PM	
VA051-01	8790	3017		Dakin	FXMQ24PVJU	E003649	J-1502000-04 1-pc AC Unit, HeatPump, Fan Coil Unit cap 478 PSIG Quarterly Filter PM	
VA051-01	8790	3161		Dakin			J-1502000-04 1-pc Air Handler, With Chilled Water Quarterly Filter PM	
VA051-01	8790	3185		Dakin	REMQ96PBTJ	A000543	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
VA051-01	8790	3186		Dakin	REMQ120PBTJ	A000958	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
VA051-01	8790	3187		Dakin	REMQ120PBTJ	A000953	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
VA051-01	8790	3188		Dakin	REMQ96PBTJ	A000504	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
VA051-01	8790	3189		Dakin	REMQ96PBTJ	A000538	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
VA051-01	8790	3190		Dakin	REMQ96PBTJ	A000484	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
VA051-01	8790	3191		Dakin	REMQ120PBTJ	A000954	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	

VA051-01	8790	3192	<i>D.Lin</i>	REMQ120PBTJ	A000888	J-1502000-04 1-pc Air Unit, Outdoor Quarterly Filter PM	
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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 at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).		✓	<i>N/A</i>
2	Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information		✓	<i>N/A</i>
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.		✓	<i>N/A</i>
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	✓		
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	✓		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.		✓	<i>N/A</i>
8	Check belt tension and condition. Adjust or replace as required.		✓	<i>N/A</i>
9	Replace pre-filters if needed.	✓	✓	<i>N/A</i>
10	Replace final filter if needed.	✓		

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		YES	NO	

11	If applicable confirm the following: I. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.		/	✓	✓/A
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required		/		
13	If applicable, clean and test condensate pump and alarm.		/		

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:**

