

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: VA099-01

MECHANIC
SIGNATURE: *Tm L*DATE: *5/20/19*LOCATION/RM #: *2nd floor roof top*START TIME: *9am*FINISH TIME: *10am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	8533	2364	PM-SA-2370		ERH-45H-30	13078253	J-1502000-04 1-pc Kitchen Make Up Air Unit	

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 shutdown with operating personnel.			
3	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.			
2	Tighten all electrical connections and measure voltage and current on motors.			
3	Check filters and clean or replace as necessary.			inspected belt and filters
4	Lubricate all moving parts.			
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).			observed gas piping to units
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.			is not parked on the roof and is oxidizing

7	Clean evaporator and condenser air conditioning coils.			
8	Clean and adjust blower components to provide proper system airflow.			
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.			

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:**

