

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

SITE AND BLDG #: VA099-02

MECHANIC Tin L
SIGNATURE: Tin L

DATE: 5/20/19

LOCATION/RM #:

START TIME: 9AM

FINISH TIME: 10AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-02	8534	2385	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.				
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).				
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.				

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:**

