

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Alexandria VA002

**MECHANIC
SIGNATURE:** 

DATE: 9/16/20

LOCATION/RM #: exterior wo# 12633 **ASSET #** 2218-2225 **START TIME:** 8:45. **FINISH TIME:** 10:05

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule outage of unit with personnel in area the unit serves.	×		
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.	×		
3	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 and Humidity		n/a	Room temp _____ * Room Humidity _____ % no access to building interior due to
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	×		COVID-19 restrictions
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:

