

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: VA701-01

MECHANIC SIGNATURE: *Richard Walker* **DATE:** 4/1/21

LOCATION/RM #: 118, dss **WO#** 13776 **ASSET #** 3y263, 3y264

START TIME: 9am **FINISH TIME:** 5pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. | ✓ | | |
| 2 | Check all electrical connections | ✓ | | |
| 3 | Check that the fan runs properly in all speeds as applicable. | ✓ | | |
| 4 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. | ✓ | | |
| 5 | Check filter door for proper gasketing and air leaks. Correct as needed. | ✓ | | |
| 6 | Change or Clean filter as needed. Filters get checked quarterly. | ✓ | | |
| 7 | Ensure condense pump is working properly and that the drain lines are clear. | ✓ | | |
| 8 | 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

MECHANIC SIGNATURE:  DATE: 4/1/21

SITE AND BLDG #: VA701-01

LOCATION/RM #: Mechanical Room WO# 13776 ASSET #cont. on bottom 3y192, 3y193 START TIME: 9am FINISH TIME: 5pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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 | Obtain username and password for login. If not available, contact appropriate company manager to obtain access. | ✓ | | |
| 2 | Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state. | ✓ | | |
| 3 | Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit. | ✓ | | |
| 4 | Check all fuses for evidence of heating or weakening. | ✓ | | |
| 5 | Check sytem for alarms | ✓ | | |
| 6 | Check all plug connections in the panel to ensure the plugs are fully seated. | ✓ | | |

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To be performed by: HVAC Technician

Additional Notes:

3y192, 3y193, 3y194, 3y195, 3y196, 3y197, 3y198
 3y206, 3y207, 3y208, 3y209, 3y210, 3y211, 3y212
 3y214, 3y215, 3y216

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

LIGHTING, OUTSIDE

SITE AND BLDG #: VA701-01
 LOCATION/RM #: exterior bldg WO# 13776, ASSET # 3y258, 3y353
13791 ASSET # 3y354

MECHANIC SIGNATURE: Richard Walker DATE: 04/01/21
 START TIME: 4:30pm FINISH TIME: 8pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Schedule and coordinate work with operating personnel. | ✓ | | |
| 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 | Inspect lighting contactor for pitting or arcing - report issues | ✓ | | |
| 2 | Inspect visual condition of wiring. Look for evidence of overheating. | ✓ | | |
| 3 | Check for proper light operation. | ✓ | | |
| 4 | Test operation of automatic switches/ time clock/ photocells if applicable. | ✓ | | |
| 5 | Inspect light pole and mounting devices for deficiencies. | ✓ | | |
| 6 | For any noted deficiency, takes pictures and open corrective maintenance ticket. | ✓ | | |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

MECHANIC

SIGNATURE: 

DATE: 4/1/21

SITE AND BLDG #: VA701-01

LOCATION/RM #: roof WO# 13776 ASSET # 3y265, 3y266

START TIME: 5pm

FINISH TIME: 8pm

| 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. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2 | Schedule outage of unit with personnel in area the unit serves. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 3 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove debris from air screen and clean underneath unit. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 3 | Straighten fin tubes with fin comb, as needed. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4 | Check electrical connections for tightness. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5 | Check mounting base for tightness. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 7 | Inspect all piping for leaks and tighten loose connections. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 11 | Clean up work area. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: VA701-01MECHANIC SIGNATURE: *Rich H. Walker* DATE: 4/1/21LOCATION/RM #: roof WO# 13776 ASSET # 3y368START TIME: 9am FINISH TIME: 5pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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). | ✓ | | |
| 2 | Clean drain pan and note excessive corrosion. Place tablet in condensate pan | ✓ | | |
| 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. | ✓ | | |
| 4 | Check condition of cooling and reheat coils. Use fin comb if need to straighten fins. | ✓ | | |
| 5 | Clean coils as needed. 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. | ✓ | | |
| 8 | Check belt tension and condition. Adjust or replace as required. | ✓ | | |
| 9 | Replace pre-filters Quarterly, Final Filters Annually | ✓ | | |
| 11 | If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly. | ✓ | | |
| 12 | Check and adjust vibration eliminator mountings if equipped. | ✓ | | |
| 13 | If applicable, clean and test condensate pump and alarm. | ✓ | | |

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To be performed by: HVAC Technician

Additional Notes: