

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

SITE AND BLDG #: VA048-01MECHANIC  
SIGNATURE: DATE: 06-04-21LOCATION/RM #: WO# 14071 ASSET # 2284START TIME: 0900FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors	✓		L1 _____ L2 _____ L3 _____
3	Tighten all electrical connectors/lugs to proper torque.	✓		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	✓		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
12	Report any equipment rust or condensate pan rust -IF found open CM	✓		
13	Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freezestat for proper operation	✓		
17	Vacuum interior of unit.	✓		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	✓		
20	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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

SITE AND BLDG #: VA048-01MECHANIC  
SIGNATURE: DATE: 06-04-21LOCATION/RM #: WO# 14071 ASSET # 2285,2286START TIME: 0900FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors	✓		L1 _____ L2 _____ L3 _____
3	Tighten all electrical connectors/lugs to proper torque.	✓		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	✓		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins.	✓		
12	Report any equipment rust or condensate pan rust -IF found open CM	✓		
13	Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freezestat for proper operation	✓		
17	Vacuum interior of unit.	✓		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	✓		
20	Clean up work area.	✓		

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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 #: VA048-01MECHANIC  
SIGNATURE: DATE: 06-04-21LOCATION/RM #: WO# 14071 ASSET # 2289START TIME: 0900 FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

**SITE AND BLDG #:** VA048-01

**MECHANIC  
SIGNATURE:** 

**DATE:** 06-04-21

**LOCATION/RM #:**

**WO#** 14071

**ASSET #** 2290,2291

**START TIME:** 0900

**FINISH TIME:** 1630

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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	✓		Room temp <span style="border: 1px solid black; padding: 2px;">72</span> Room Humidity <span style="border: 1px solid black; padding: 2px;">52</span> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DEHUMIDIFIER**

SITE AND BLDG #: VA048-01MECHANIC  
SIGNATURE: 

DATE:

06-04-21

LOCATION/RM #:

WO# 14071ASSET # 2296START TIME: 0900FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Clean and/or replace filter as needed. -Record space humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Space Humidity <span style="border: 1px solid black; padding: 2px;">50</span> %
3	If applicable, check hours per usage, replace tanks's as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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To be performed by: General Maintenance Worker

**Additional Notes:**