

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

SITE AND BLDG #: **VA049-01**MECHANIC  
SIGNATURE: DATE: **04/30/21**

LOCATION/RM #:

WO# **14082**ASSET # **3Y187**START TIME: **0900**FINISH TIME: **1600**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.              | ✓             |    |   |
| 2   | No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.        | ✓             |    |   |
| 3   | Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder. | ✓             |    |   |
| 4   | Recover, recycle, or reclaim the refrigerant as appropriate.   | ✓             |    |   |
| 5   | If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.   | ✓             |    |   |
| 6   | If materials containing refrigerants are discarded, comply with EPA regulations as applicable.   | ✓             |    |   |
| 7   | Refrigerant oils to be treated as hazardous waste.   | ✓             |    |   |
| 8   | Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.                              | ✓             |    |   |
| 9   | Remove access covers prior to accomplishing check points.  | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| <b>CONDENSER</b>                                  |  |               |    |   |
| 1   | Remove debris from air screen and clean underneath unit.   | ✓             |    |   |
| 2   | Pressure wash coil with proper cleaning solution.  | ✓             |    |   |
| 3   | Straighten fin tubes with fin comb.  | ✓             |    |   |
| 4   | Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors   | ✓             |    |   |
| 5   | Check mounting for tightness.  | ✓             |    |   |
| 6   | Check for corrosion. Clean and treat with inhibitor as needed.   | ✓             |    |   |
| 7   | Check fan or blower for bent or damaged blades and imbalance.  | ✓             |    |   |

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|----------------------|--|---------------|----|---|
|                      |  | YES           | NO |   |
| 8                    | Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.  | N/A           |    |   |
| 9                    | Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets. | N/A           |    |   |
| <b>EVAPORATOR</b>    |  |               |    |   |
| 1                    | Inspect evaporator for any obvious deficiencies.   | ✓             |    |   |
| 2                    | Inspect plumbing, valves and flanges for leaks and correct as needed.  | ✓             |    |   |
| <b>COMPRESSOR(S)</b> |  |               |    |   |
| 1                    | Lubricate drive coupling, if applicable.   | N/A           |    |   |
| 2                    | Lubricate motor bearings (non-hermetic), if applicable.  | N/A           |    |   |
| 3                    | Check bearings for vibrations or unusual noises.   | N/A           |    |   |
| 4                    | Leak test unit with soap test or electronic device.  | ✓             |    |   |
| 5                    | Check compressor oil level., if applicable.  | ✓             |    |   |
| 6                    | Run machine; check action of controls, relays, switches, etc. to see that:<br>a. Compressor(s) run at proper settings.<br>b. Suction and discharge pressures are proper.     | ✓             |    |   |
| 7                    | Check vibration eliminators. Replace as necessary.   | ✓             |    |   |
| 8                    | Document AMP draw on compressors   | ✓             |    | L1 102.1 L2 103.0 L3 100.9  |
| 9                    | Check safety controls for high pressure cut off.   | ✓             |    |   |
| <b>CONTROLS</b>      |  |               |    |   |
| 1                    | Record chilled water supply and return temps and Humidity .  |               |    |   |

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **VA049-01**MECHANIC  
SIGNATURE: DATE: **05-11-21**

|                |                  |  |                         |                          |
|----------------|------------------|--|-------------------------|--------------------------|
| LOCATION/RM #: | WO# <b>14082</b> | ASSET # <b>3Y182,3Y183,3Y184<br/>3Y185,3Y186</b> | START TIME: <b>0900</b> | FINISH TIME: <b>1630</b> |
|----------------|------------------|--|-------------------------|--------------------------|

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|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <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 <b>72</b> Room Humidity <b>52</b> %                           |
| 10  | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | ✓             |    |   |
| 11  | Clean up work area.   | ✓             |    |   |

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To be performed by: HVAC Technician

**Additional Notes:**