


**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER**

SITE AND BLDG #: MD002 B-7 MECHANIC SIGNATURE:  DATE: 05/26/21
 LOCATION/RM #: MD02-286, 287 WO# 14125 ASSET # START TIME: 0900 FINISH TIME: 1630


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	Check water inlet and outlet for any leaks, repair as needed.	/		
2	Clean and/or replace filter as needed. -Record space humidity	/		Space Humidity <u>55</u> %
3	If applicable, check hours per usage, replace tanks's as needed.	/		

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 **AIR HANDLER**

SITE AND BLDG #: MD002 B-7 MECHANIC SIGNATURE:  DATE: 05/26/21

LOCATION/RM #: WO# 14125 ASSET # MD02-120, 121 START TIME: 0900 FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	/		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: