

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**HVAC CONTROL PANEL**

SITE AND BLDG #: WV002-01

MECHANIC  
SIGNATURE:*Andy Bird*

DATE: 3-12-19

LOCATION/RM #:

START TIME: 7:30 AM

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV002-01	7898	5350		Trane	Tracer Summit	N/A	J-1502000-16 5-pc HVAC Control Panel	Electrical rm
WV002-02	7873	5274		Trane	Tracer Summit	N/A	J-1502000-16 1-pc HVAC Control Panel	Tool Storage Rm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check fan blades and moving parts for cracks and excessive wear.	✓		N/A	
2	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.	✓		N/A	
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	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.		✓	N/A	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓			
8	Lubricate mechanical bearings and connections sparingly.		✓	N/A	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.		✓	N/A	

10	Check coils for leaking, tightness of fittings.		✓	N/A
11	Use fin comb to straighten coil fins.		✓	N/A
12	If applicable, clean strainer (annually).		✓	N/A
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution. Treat condensate pans with an EPA approved biocide.		✓	N/A

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.		✓	N/A
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.		✓	N/A
16	Check and test freeze stat for proper operation		✓	N/A
17	Check refrigerant levels. (Document levels in the notes/actions section)		✓	N/A
18	Vacuum interior of unit.	✓		
19	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.		✓	N/A
20	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.		✓	N/A
21	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:**

