

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### AIR HANDLER

SITE AND BLDG #: **WV002**MECHANIC  
SIGNATURE:DATE: **2-1-2024**LOCATION/RM #: **WO# 14798 ASSET # 3041 & 3042** START TIME: **730** FINISH TIME: **430PM**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                                                                                                                                                               | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                                                | ●             |    |                                                                         |

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|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|             |                                                                                                                                                                             | 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.<br>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:**

Bldg #2has been shut off from the  
hot water loop , and there is no filters or filter rack in the air handler .