

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: WV006-01

MECHANIC SIGNATURE:

Andy B...

DATE: 5-28-19

LOCATION/RM #:

START TIME: 8 AM

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	8777	3002	PM-SA-6579	Trane	4TXM 2236A	N/A	J-1502000-04 1-pc AC Unit AC-1 Quarterly Filter PM	Roof
WV006-01	8777	3003	PM-SA-6579	EMI	SICG	1-10-C-4978-10	J-1502000-04 1-pc AC Unit AC-2 Quarterly Filter PM	Marines Supply
WV006-01	8777	3004	PM-SA-6579	EMI	MW24C3F	LHBC 01 929	J-1502000-04 1-pc AC Unit R 115 Quarterly Filter PM	CU-2
WV006-01	8777	3005	PM-SA-6579	EMI	SICG	1-10-C-4969-10	J-1502000-04 1-pc AC Unit, ArmsVault AC-3 Quarterly Filter PM	CU-3 Roof
WV006-01	8777	3202	PM-SA-6579	Freeem	RKKB-A120CL22E	2D6335ADAAAF300416483	J-1502000-04 1-pc Air Unit, Rooftop AC-1 Quarterly Filter PM	Roof
WV006-01	8777	3203	PM-SA-6579	Freeem	RKKB-A120CL22E	2D6335ADAAAF250408937	J-1502000-04 1-pc Air Unit, Rooftop AC-2 Quarterly Filter PM	Roof
WV006-01	8777	3204	PM-SA-6579	Trane	YH4047	173110	J-1502000-04 1-pc Air Unit, Rooftop HV2 Quarterly Filter PM	Roof

447L

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<div><div></div></div>		

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	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	✓		
2	Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information	✓		
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. 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 if needed.	✓		
10	Replace final filter if needed.	✓		

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11	If applicable confirm the following: I. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.		✓	N/A
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required	✓		
13	If applicable, clean and test condensate pump and alarm.		✓	N/A

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:**



Asset # 3002

Found low voltage
wire unhooked,

6-20-19 by AB

Assets # 3002, 3003 -

Need insulation on
exposed ductwork
replaced.

CM Needed