

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

MECHANIC
SIGNATURE:



DATE: 2-10-2025

SITE AND BLDG #:

LOCATION/RM #:

WO#

ASSET #

START TIME:

FINISH TIME:

330

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown with operating personnel.	●		
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	Check thermostat settings to ensure the cooling and heating systemis operating correctly.	●		
2	Tighten all electrical connections and measure voltage and current on motors.	●		
3	Check filters and clean or replace as necessary.	●		
4	Lubricate all moving parts.	●		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	●		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	●		
7	Clean evaporator and condenser air conditioning coils.	●		
8	Clean and adjust blower components to provide proper system airflow.	●		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	●		

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: