

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

SITE AND BLDG #: WV006-02

MECHANIC *Troy* **DATE:** *5-28-19*
SIGNATURE: *Troy*

LOCATION/RM #: _____

START TIME: *10:00 AM* **FINISH TIME:** *10:40 AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-02	8724	3373	PM-SA-3200				J-1502000-04 1-pc Make-up Air Unit, Heating Only, Gas Fired MU-3 Quarterly Filter PM	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO			
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.	<i>✓</i>				
2	Schedule shutdown with operating personnel.	<i>✓</i>				
3	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<i>✓</i>				
TO BE PERFORMED AT EACH INSPECTION SERVICE						
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.	<i>✓</i>				
2	Tighten all electrical connections and measure voltage and current on motors.	<i>✓</i>				
3	Check filters and clean or replace as necessary.	<i>✓</i>				
4	Lubricate all moving parts.	<i>✓</i>				
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<i>✓</i>		<i>No issues to report.</i>		

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.	<input checked="" type="checkbox"/>	
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	All within normal limits.

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:**