

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

SITE AND BLDG #: WV007MECHANIC  
SIGNATURE: DATE: 11-17-2025LOCATION/RM #: \_\_\_\_\_ WO# 20514 ASSET # 9180START TIME: 800FINISH TIME: 330

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                     | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 system is 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:**