

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **WV009-01**

MECHANIC
SIGNATURE: James R Groft Jr

DATE: 11/30/2025

LOCATION/RM #: **WO# 20427** **ASSET # 3345**

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule outage of unit with personnel in area the unit serves.		X	
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.		X	NO ACCESS
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		X	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.		X	
2	Wash coil with coil cleaning solution - Rinse Thoroughly		X	
3	Straighten fin tubes with fin comb, as needed.		X	
4	Check electrical connections for tightness.		X	
5	Check mounting base for tightness.		X	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		X	
7	Inspect all piping for leaks and tighten loose connections.		X	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		X	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity		X	Room temp _____ Room Humidity _____ %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		X	
11	Clean up work area.		X	

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: