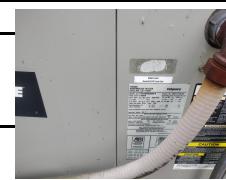


**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: WV010-01LOCATION/RM #: WO# 12702 ASSET # 3278MECHANIC  
SIGNATURE:*Ronald A. Butler*DATE: May 1, 2023

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.	●				
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.	●				
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	●				
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>						
1	Remove debris from air screen and clean underneath unit.	●				
2	Wash coil with coil cleaning solution - Rinse Thoroughly	●				
3	Straighten fin tubes with fin comb, as needed.	●				
4	Check electrical connections for tightness.	●				
5	Check mounting base for tightness.	●				
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	●				
7	Inspect all piping for leaks and tighten loose connections.	●				
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	●				
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity		●	Room temp _____ Room Humidity _____ %		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	●				
11	Clean up work area.	●				

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:** Outside air temp was warm enough to actually run the unit. Asset #3279 is under a different contract with ConEdison