

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV014-01

MECHANIC
SIGNATURE

DATE: 5-31-15

LOCATION/RM #:

START TIME: 10:30 AM

FINISH TIME: 12:00 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV014-01	8760	3280	PM-SA-6525				J-1502000-04 1-pc Condensing Unit	
WV014-02	8726	3238	PM-SA-3238		25HCB348A300	0510E03028	J-1502000-04 1-pc Condensing Unit	
WV014-02	8726	3238	PM-SA-3238		25HCB348A300	0510E03028	J-1502000-04 1-pc Condensing Unit	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	X		
2	Schedule outage of unit with personnel in area the unit serves.	X		
3	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X		
4	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.	X		
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:**

