

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

**SITE AND BLDG #:** WV016-01

**MECHANIC  
SIGNATURE:** 

**DATE:** 6-6-16

**LOCATION/RM #:**

**START TIME:** 12:00

**FINISH TIME:** 1:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV016-01	8799	3010	PM-SA-6670		ZN517-50100912G	1551091100	J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	
WV016-01	8799	3011	PM-SA-6670		ZN517-50100912G		J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	
WV016-01	8799	3012	PM-SA-6670		ZN517-50100912G	1563306600	J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	
WV016-01	8799	3025	PM-SA-6670		ZN517-50100912G	1563959500	J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	
WV016-01	8799	3026	PM-SA-6670		ZN517-50100912G		J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	
WV016-01	8799	3027	PM-SA-6670		ZN517-50100912G	1564058400	J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	
WV016-01	8799	3028	PM-SA-6670		ZN517-50100912G	1563165900	J-1502000-04 1- pc Ac Unit, Computer Room   Quarterly Filter PM	

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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	X		
2	Check running motor amps on all three phases (record in note column) notate L1, L2, and L3 amp draws.	X		_____
3	Tighten all electrical connectors/lugs to proper torque.	X		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	X		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	X		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	X		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	X		
8	Lubricate mechanical bearings and connections sparingly.	X		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	X		
10	Check coils for leaking, tightness of fittings.	X		
11	Use fin comb to straighten coil fins.	X		
12	If applicable, clean strainer (annually).	X		
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	X		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	X		
16	Check and test freeze stat for proper operation	X		
17	Check refrigerant levels. (Document levels in the notes/actions section)	X		
18	Vacuum interior of unit.	X		

19	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>		
20	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		
21	Clean up work area.	<input checked="" type="checkbox"/>		

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:**

