

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV020-01			MECHANIC SIGNATURE: James R Groft Jr		DATE: 5/21/2025
LOCATION/RM #: WO# 18660 ASSET # 3198 3199			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.		•	NO ACCESS AT THIS TIME	
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		•		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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: