

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV014-01

MECHANIC



SIGNATURE: James R Groft JrDATE: 08/15/2025

LOCATION/RM #:

WO# 19559ASSET # 3198

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 | | | |
| 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 | N/A | 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: