

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

SITE AND BLDG #: **WV014-01**

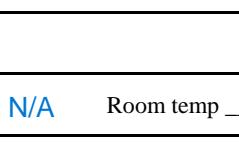
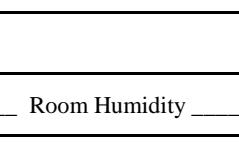
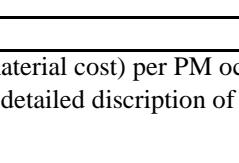
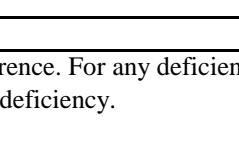
**MECHANIC**  
**SIGNATURE:** James R Groft Jr

DATE: **08/15/2025**

**LOCATION/RM #:** **WO# 19559**      **ASSET #3198**

**START TIME:**

**FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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		 
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**