

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: <u>WV020-01</u>	MECHANIC SIGNATURE: <u>James R Groft</u>	DATE: <u>02/26/2026</u>
LOCATION/RM #: _____	WO# <u>20996</u> ASSET # <u>3199</u>	START TIME: _____      FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		
11	Clean up work area.	X		

Room temp 69    Room Humidity 33 %

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:**