PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: WV024-02

LOCATION/RM #:

MECHANIC SIGNATURE: *Andy Bird* **DATE:** 6-7-19

START TIME: 8AM **FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV024-02	8717	3095	PM-SA-3095	*Trane*			J-1502000-04 1-pc Air Handler AHU | Quarterly Filter PM	*Work Bay*
WV024-02	8717	3096	PM-SA-3095	*Trane*			J-1502000-04 1-pc Air Handler AHU | Quarterly Filter PM	*Wash Bay*

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.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.		✓	*Doors riveted on*
2	Check running motor amps on all three phases (record in note column) notate L1, L2, and L3 amp draws.		✓	*—— Only single phase*
3	Tighten all electrical connectors/lugs to proper torque.	✓		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		*N/A*
5	Check bearing collar set screws on fan shaft to make sure they are tight.		✓	*N/A*
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.		✓	*N/A*
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		*N/A*
8	Lubricate mechanical bearings and connections sparingly.		✓	*N/A*

9	Clean coils by brushing, blowing, vacuuming, or pressure washing.		✓	N/A
10	Check coils for leaking, tightness of fittings.		✓	N/A Gas heat only
11	Use fin comb to straighten coil fins.		✓	N/A
12	If applicable, clean strainer (annually).		✓	N/A
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.		✓	N/A

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		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.		✓	No Access Doors riveted in place
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.		✓	N/A
16	Check and test freeze stat for proper operation		✓	N/A
17	Check refrigerant levels. (Document levels in the notes/actions section)		✓	N/A
18	Vacuum interior of unit.	✓		
19	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.		✓	N/A
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.		✓	N/A
21	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:**

MAINTENANCE
RECORD

DATE	BY
6·7·19	AB