

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

**SITE AND BLDG #:** WV035-01

**LOCATION/RM #:**

**MECHANIC  
SIGNATURE:**

*Andy Bird*

**DATE:** 5-23-19

**START TIME:**

*10:30am*

**FINISH TIME:**

*11:30am*

| Site Location | WO # | Asset # | PM #       | Manufacturer | Model Number | Serial #  | Asset Description   | Asset Location      |
|---------------|------|---------|------------|--------------|--------------|-----------|---|---------------------|
| WV035-01      | 8745 | 3195    | PM-SA-4720 | <i>Trane</i> | TTA240B300FA | 3382TD5AD | J-1502000-04 1-<br>pc Make Up Air Unit MUAU, Outdoor   Quarterly<br>Filter PM | <i>mech.<br/>RM</i> |

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|-------------------------------------|----|---|
|   |  | YES                                 | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |                                     |    |   |
| 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. | <input checked="" type="checkbox"/> |    |   |
| 2   | Schedule shutdown with operating personnel.  | <input checked="" type="checkbox"/> |    |   |
| 3   | Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                            | <input checked="" type="checkbox"/> |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |                                     |    |   |
| 1   | Check thermostat settings to ensure the cooling and heating system is operating correctly.   | <input checked="" type="checkbox"/> |    |   |
| 2   | Tighten all electrical connections and measure voltage and current on motors.  | <input checked="" type="checkbox"/> |    |   |
| 3   | Check filters and clean or replace as necessary.   | <input checked="" type="checkbox"/> |    |   |
| 4   | Lubricate all moving parts.  | <input checked="" type="checkbox"/> |    |   |
| 5   | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).   | <input checked="" type="checkbox"/> |    |   |

|   |  |   |   |     |
|---|--|---|---|-----|
| 6 | Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly. | ✓ |   |     |
| 7 | Clean evaporator and condenser air conditioning coils.   | ✓ |   |     |
| 8 | Clean and adjust blower components to provide proper system airflow.   | ✓ |   |     |
| 9 | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.  |   | ✓ | N/A |

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:**

