

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

 MECHANIC
SIGNATURE:



DATE: May 9, 2023

 SITE AND BLDG #: WV046-01 3244
 LOCATION/RM #: WO# 12701 ASSET # 3283

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.	●			
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.	●			
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	●			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Remove debris from air screen and clean underneath unit.	●			
2	Wash coil with coil cleaning solution - Rinse Thoroughly	●			
3	Straighten fin tubes with fin comb, as needed.	●			
4	Check electrical connections for tightness.	●			
5	Check mounting base for tightness.	●			
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	●			
7	Inspect all piping for leaks and tighten loose connections.	●			
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	●			
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.and Humidity	●			Room temp <u>71</u> Room Humidity <u>n/a</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	●			
11	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: