CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV046-01

MECHANIC SIGNATURE: *R Barker* **DATE:** 11/7/2024

LOCATION/RM #: **WO#** 17033 **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 _____ Room Humidity _____%
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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes: