

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)


SITE AND BLDG #: **WV046-01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **07/30/2025**LOCATION/RM #: **WO# 19005 ASSET # 4716**

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	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			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	X		Green unit appears to be correct and functional / Silver unit appears to have been out of service, but internals look correct and functional / unit needs new filters which are special order/ filter order pending	
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan	X			
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.	X		2nd Lg Green unit has condensing unit showing some minor hail damage/ Return line from condensing unit needs new insulation / Pending replacement	
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	X			
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.	X			
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	X			
8	Check belt tension and condition. Adjust or replace as required.	X			
9	Replace pre-filters Quarterly, Final Filters Annually	X			
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.			X	
12	Check and adjust vibration eliminator mountings if equipped.			X	
13	If applicable, clean and test condensate pump and alarm.			X	

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 performed by: HVAC Technician

**Additional Notes:**