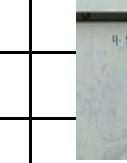
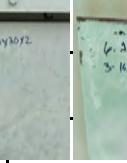
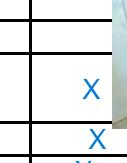
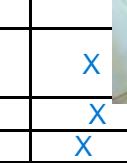
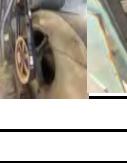
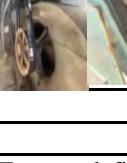


**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

<b>SITE AND BLDG #:</b> <u>WV046-01</u>		<b>MECHANIC</b> <b>SIGNATURE:</b> <u>James R Groft Jr</u>		<b>DATE:</b> <u>07/30/2025</u>
<b>LOCATION/RM #:</b> <u>WO# 19005</u> <b>ASSET #</b> <u>4716</u>		<b>START TIME:</b>		<b>FINISH TIME:</b>
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
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	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	<input checked="" type="checkbox"/>		Green unit appears to be correct and functional / Silver unit appears to have been out of service, but internals look correct
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan	<input checked="" type="checkbox"/>		and functional / unit needs new filters which are special order/ filter order pending
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.	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		     
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.	<input checked="" type="checkbox"/>		     
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	<input checked="" type="checkbox"/>		     
8	Check belt tension and condition. Adjust or replace as required.	<input checked="" type="checkbox"/>		     
9	Replace pre-filters Quarterly, Final Filters Annually	<input checked="" type="checkbox"/>		     
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.	<input checked="" type="checkbox"/>		     
12	Check and adjust vibration eliminator mountings if equipped.	<input checked="" type="checkbox"/>		     
13	If applicable, clean and test condensate pump and alarm.	<input checked="" type="checkbox"/>		     

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:**

