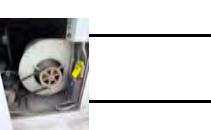
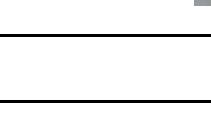
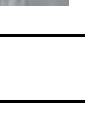
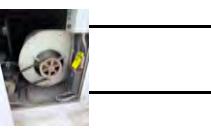
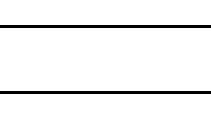
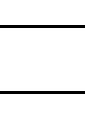
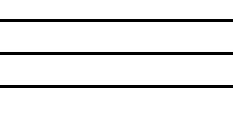
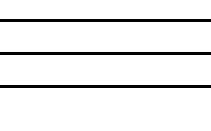
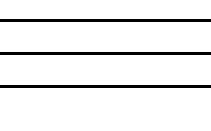
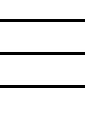


**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

<b>SITE AND BLDG #:</b> <a href="#">WV046-02</a>		<b>MECHANIC</b> <b>SIGNATURE:</b> <a href="#">James R Groft</a>		<b>DATE:</b> <a href="#">12/29/2025</a>
<b>LOCATION/RM #:</b> <a href="#">WO# 20642</a> <b>ASSET #</b> <a href="#">4717</a>		<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	<a href="#">X</a>		
<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).	<a href="#">X</a>		   
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan	<a href="#">X</a>		   
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.	<a href="#">X</a>		   
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	<a href="#">X</a>		   
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.	<a href="#">X</a>		   
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	<a href="#">X</a>		   
8	Check belt tension and condition. Adjust or replace as required.	<a href="#">X</a>		
9	Replace pre-filters Quarterly, Final Filters Annually	<a href="#">X</a>		
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.	<a href="#">X</a>		
12	Check and adjust vibration eliminator mountings if equipped.	<a href="#">X</a>		
13	If applicable, clean and test condensate pump and alarm.	<a href="#">X</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:**