

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

**SITE AND BLDG #:** WV046-02

**MECHANIC SIGNATURE:** James R Groft

**DATE:** 03/31/2026

**LOCATION/RM #:** \_\_\_\_\_ **WO#** 21399 **ASSET #** 4717

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
<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	X			
<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).	X			
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			
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		N/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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**