

PM-FCT-10422

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

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MECHANIC
SIGNATURE:

Pat Campbell DATE: 12/18/2018

SITE AND BLDG #: NY060 Main Bldg
LOCATION/RM #: 138 WO# 1310 ASSET # 10422

START TIME:

FINISH TIME:

1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	X	
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	X	
3	Check fan blades and moving parts for cracks and excessive wear.	X	
4	Check running motor amperages on all three phases (record in note column) notate L1, L2, and L3 amp draws.	X	1.1 1.2 1.3
5	Tighten all electrical connectors/lugs to proper torque.		<i>Unit has no operating issues</i>
6	Unit is a multi-zone air handler, then check each individual zone damper and associated controls.		
7	Check bearing collar set screws on fan shaft to make sure they are tight.	X	
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	X	<i>See Replaced Filters Vacuum</i>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	X	
10	Check coils for leaking, tightness of fittings.	X	
11	Use fin comb to straighten coil fins.	X	<i>All straight Not Needed</i>
12	If applicable, clean strainer (annually).	X	<i>All clean</i>
13	Flush and clean condensate pans and drains, remove all rust, prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.		

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14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	X	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	X	
16	Check and test freezestat for proper operation	X	INFO N/A
17	Vacuum interior of unit.	X	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	X	
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	X	
20	Clean up work area.	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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

Unit runs, looks, and operates like new. Everything is 100%