

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WYH16-02

MECHANIC SIGNATURE: R. Hansen DATE: 1/17/20

LOCATION/RM #: WO# 6323 ASSET # 1076

START TIME:

FINISH TIME:

| <u>CHECK POINT</u> | <u>CHECK LIST DESCRIPTION</u> | <u>YES</u> | <u>NO</u> | <u>NOTES & ACTIONS</u> |
|--------------------|--|-------------------------------------|--------------------------|--|
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Schedule outage of unit with personnel in area the unit serves. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | 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"/> | <input type="checkbox"/> | |
| 4 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Remove debris from air screen and clean underneath unit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | Wash coil with coil cleaning solution - Rinse Thoroughly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 7 | Straighten fin tubes with fin comb, as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 8 | Check electrical connections for tightness. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 9 | Check mounting base for tightness. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 10 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 11 | Inspect all piping for leaks and tighten loose connections. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | Check supply air temperature to ensure unit is operating properly. If possible record room temperature. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | Inspect unit for overall condition and recommend for replacement or other needed repairs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | Clean up work area. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | | | | <i>Power wash coil 3 months ago.</i> |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
SUMP PUMP

SITE AND BLDG #: W120416-002 MECHANIC: R. W. Lauer DATE: 4/17/20
LOCATION/RM #: WO# 6224 ASSET # 0769 START TIME: _____ FINISH TIME: _____

| ITEM | DESCRIPTION | INSPECTION | | NOTES/ACTION | EXPLANATION |
|------|--|------------|-----|---------------------|-------------|
| | | OK | NOK | | |
| 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 | X | NO Sump Pump | |
| 2 | Schedule outage with operating personnel. | X | X | | |
| 3 | 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 | X | | |
| 4 | If the material removed from the pump is hazardous, contact the Regional S&EM office for disposal instructions. | X | X | | |
| 5 | If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance. | X | X | | |
| 6 | Excessive sediment and debris, not removed by flushing the pit should be handled on a project basis, and not considered under this standard. | X | X | | |
| 1 | Remove cover plates and flush pit. | X | X | | |
| 2 | Inspect check valve. | X | X | | |
| 3 | Inspect interior of pit for cracks. | X | X | | |
| 4 | Inspect cover plate gaskets and replace if necessary. | X | X | | |
| 5 | Ensure the unit is operating properly, report any deficiencies | X | X | | |
| 6 | Clean up work area and remove all debris. | X | 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: General Maintenance Worker

Additional Notes: