

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: 209116-02

LOCATION/RM #: _____

WO# 6323

ASSET # 1076

MECHANIC
SIGNATURE: P. Williams

DATE: 1/7/20

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECK ITEM DESCRIPTION	STATUS	NOTES/ACTIONS
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"/>	
2	Schedule outage of unit with personnel in area the unit serves.	<input checked="" 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"/>	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	PLEASE SEE PHOTO
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	COILS 1672542
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	POWER WASH COIL
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	3 months ago.
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	
11	Clean up work area.	<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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST SUMP PUMP

SITE AND BLDG #:

14155/16-002

MECHANIC
SIGNATURE:

A. H. Lawrence

DATE:

1/17/20

LOCATION/RM #:

WO# 6224 ASSET # 10765

START TIME:

FINISH TIME:

ITEM NO.	DESCRIPTION	COMPLETED	NOTES/ACTION	EXPLANATION
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	MISSING ASSETS	
2	Schedule outage with operating personnel.	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	NO SUMP PUMP	
4	If the material removed from the pump is hazardous, contact the Regional S&EM office for disposal instructions.	X		
5	If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance.	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		
1	Remove cover plates and flush pit.	X		
2	Inspect check valve.	X		
3	Inspect interior of pit for cracks.	X		
4	Inspect cover plate gaskets and replace if necessary.	X		
5	Inspect the unit is operating properly, report any deficiencies	X		
6	Clean up work area and remove all debris.	X		

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To be performed by: General Maintenance Worker

Additional Notes: