

PM-FQT-10874

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: NY128 MAIN BLDG

LOCATION/RM #: Roof/Kit WO# 1334 ASSET # 10874

MECHANIC  
SIGNATURE:

David Rappel

DATE:

12/28/2018

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	Schedule shutdown 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	
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.	X	opportunity not possible
2	Tighten all electrical connections and measure voltage and current on motors.	X	
3	Check filters and clean or replace as necessary.	X	Replaced to 9 filters (paper)
4	Lubricate all moving parts.	X	
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	X	
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	X	
7	Clean evaporator and condenser air conditioning coils.	X	
8	Clean and adjust blower components to provide proper system airflow.	X	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	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:

Replaced 3- 20x20x2 and 3 - 16x20x2 paper filters bought by CM