

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: 17116-02 MECHANIC SIGNATURE: P. Pulanzer DATE: 2/28/2008

LOCATION/RM #: _____ WO# _____ ASSET # _____

START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	STATUS	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE 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.	✓	
2	Schedule outage of unit with personnel in area the unit serves.	✓	
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.	✓	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓	
1	Remove debris from air screen and clean underneath unit.	✓	
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	
3	Straighten fin tubes with fin comb, as needed.	✓	
4	Check electrical connections for tightness.	✓	CLEAN CONDENSER COIL
5	Check mounting base for tightness.	✓	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	
7	Inspect all piping for leaks and tighten loose connections.	✓	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	
11	Clean up work area.	✓	

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: