

PK + Filter changes

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: NY024-208 **MECHANIC:** Julian **DATE:** 3/6/2019
LOCATION/RM #: 300 **WO#** 314 **ASSET #** **START TIME:** **FINISH TIME:**

ITEM #	DESCRIPTION/DEFINITION	NOTES/INSTRUCTIONS	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	Remove power at Line 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.	<input checked="" type="checkbox"/>	
3	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	
4	Check running motor temperatures on all three phases (record in note column) no more than 1.1, 1.2, and 1.3 amp draws.	<input checked="" type="checkbox"/>	1.1 <u> </u> 1.2 <u> </u> 1.3 <u> </u>
5	Tighten all electrical connectors/jugs to proper torque.	<input checked="" type="checkbox"/>	
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<u>REPLACE AIR FLOOR</u>
7	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<u>REPLACE AIR FLOOR</u>
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<u>REPLACE AIR FLOOR</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<u>REPLACE AIR FLOOR</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	
13	Flesh 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.	<input checked="" type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TIME COMMITMENT	NOTES/ACTIONS
		YES NO	Describe corrective measure to resolve deficiencies
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.		<u>ASSET # 9607</u> <u>Replace Belts - AX43</u>
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.		<u>Check & Repairs</u>
16	Check and test freezestan for proper operation		
17	Vacuum interior of unit.		
18	Check filter doors and access doors for proper gasketing and air leaks.		
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.		<u>Lubricate & Grease</u>
20	Clean up work area.		<u>Yes</u>

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:

ASSET # W.O #
PK-FAT-9606-2602
PK-FAT-9607-2603
PK-FAT-9608-2605
PK-FAT-9609-2607
ASSET #
PK-SA-9606-3053
PK-SA-9607-3055
PK-SA-9608-3057
PK-SA-9609-3059