

PA + FILTER CHANGES
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
 AIR HANDLER

SITE AND BLDG #:

WY024-208

MECHANIC SIGNATURE:

Miller

DATE:

3/6/2019

LOCATION/RM #:

300

WO#

ASSET #

START TIME:

FINISH TIME:

CHECK NO.	CHECK POINT DESCRIPTION	COMPLETION		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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 Drive 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"/>		
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		
2	Check running motor temperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.	<input checked="" type="checkbox"/>		1.1 _____ 1.2 _____ 1.3 _____
3	Tighten all electrical connectors/wires to proper torque.	<input checked="" type="checkbox"/>		REPLACE AIR FILTER
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>		COILS ARE & GIBBOS
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>		ASSTOR & BEARING
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		
10	Check coils for leakage, 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	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate JPA approved solution approved solution. Treat condensate pans with an JPA approved biocide.	<input checked="" type="checkbox"/>		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS (IF TASK COMPLETE IS CHECKED, NO. PROVIDE EXPLANATION)
		YES	NO	
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.			ASSET # 9607 REPLACE BELT - ASX43
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.			
16	Check and test frezezeal for proper operation			
17	Vacuum interior of unit.			check the hardware
18	Check filter doors and access doors for proper gasketing and air leaks.			
19	Correct as necessary.			
20	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.			lubricate & grease
20	Clean up work area.			yes

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 # 9607
 PM-FOT-9606-2602
 PM-FOT-9607-2603
 PM-FOT-9608-2605
 PM-FOT-9609-2607
 ASSET # 9607
 PM-SA-9606-3053
 PM-SA-9607-3055
 PM-SA-9608-3057
 PM-SA-9609-3059