

PM + Filter Change

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: 165 024 ✓ 208  
 LOCATION/RM #: 217 WO#  
 ASSET #  
 START TIME:  
 FINISH TIME: 3 hours

ITEM #	DESCRIPTION	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.	<i>J</i>	
2	Remove power at 1 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.	<i>J</i>	
3	Check fan blades and moving parts for cracks and excessive wear.	<i>J</i>	
4	Check running motor temperatures on all three phases (record in note column) isolate 1.1, 1.2, and 1.3 amp draws.	<i>J</i>	1.1 ____ 1.2 ____ 1.3 ____
5	Tighten all electrical connectors/lugs to proper torque.	<i>J</i>	
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<i>J</i>	
7	Check bearing collar set screws on fan shaft to make sure they are tight.	<i>J</i>	
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<i>J</i>	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<i>J</i>	
10	Check coils for leaking, tightness of fittings.	<i>J</i>	
11	Use fin comb to straighten coil fins.	<i>J</i>	
12	If applicable, clean strainer (annually).	<i>J</i>	
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 EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<i>J</i>	

CHECK POINT	CHECKPOINT DESCRIPTION	LAST COMPLETED	OWNER	NOTES/ACTIONS
		YES	NO	OWNER COMMENTS (if applicable, monitor results)
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.			<i>40055 Bands</i>
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 freezestat 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.			
20	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:

ASSET # W.O #

*PM-F05-9610-2609*  
*PM-F05-9611-2611*  
*PM-F05-9612-2613*  
*PM-F05-9613-2615*  
*PM-S4-9610-3061*  
*PM-SA-9611-3063*  
*PM-SA-9612-3065*  
*PM-SA-9613-3067*