

PA-SCHEDULE + FILTER CHECK PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: 114-B
 LOCATION/RM #: 114-D WO# 114-D ASSET #

MECHANIC SIGNATURE: Bill Lawrence DATE: 3/4/2015
 START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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"/>		
TO BE PERFORMED AT REGULAR INSPECTION SERVICE				
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/plugs to proper torque.	<input checked="" type="checkbox"/>		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>		LUBRICATE BEARINGS
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		CHANGE MOTOR
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		REPLACE AIR FILTER
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 EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<input checked="" type="checkbox"/>		CLEAN AIR HANDLER UP IT

CHECK POINT	CHECKING 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADJUST BELT
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16	Check and test freestair for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CLEAN

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:

WO #	ASSET #	WO #	ASSET #
2633	PM-F05-9701	3056	PM-SA-9701
2635	PM-F05-9702	3058	PM-SA-9702
2636	PM-F05-9703	3100	PM-SA-9703
2638	PM-F05-9704	3102	PM-SA-9704
2640	PM-F05-9705	3104	PM-SA-9705