

*Pre-Schedule + Filter change*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

AIR HANDLER

**SITE AND BLDG #:** KY 024 - 356

**MECHANIC SIGNATURE:** M. Holloman **DATE:** 3/4/2015

**LOCATION/RM #:** 114-B **WO#**

**ASSET #**

**START TIME:**

**FINISH TIME:**

POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		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"/>	<input type="checkbox"/>	
2	Remove power at I-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"/>	<input type="checkbox"/>	
3	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check running motor amperages on all three phases (record in note column) notable 1.1, 1.2, and 1.3 amp draws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1 _____ 1.2 _____ 1.3 _____
5	Tighten all electrical connectors/jugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Use fin comb to strengthen coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	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"/>	<input type="checkbox"/>	
		<i>Y</i>	<i>X</i>	<i>CLEAN AIR HANDLER UNIT</i>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	NOTES / ACTIONS
		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.	✓	ADJUST BELTS
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 freestat 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.	✓	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:

W.O # 2633 — ASSET #  
2633 — PUR-FOR-9701  
2635 — PUR-FOR-9702  
2636 — PUR-FOR-9703  
2638 — PUR-FOR-9704  
2640 — PUR-FOR-9705  
3104 — PUR-SA-9705