

# Filter Change + PR Schedule

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: WY 024-358  
 LOCATION/RM #: MECH ROOM WO# 3112 ASSET # 9771  
 MECHANIC SIGNATURE: [Signature] DATE: 3/13/2013  
 START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
SPECIAL INSTRUCTIONS				
TO BE PERFORMED AT INSPECTION SERVICE				
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 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"/>		
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>		L1 _____ L2 _____ L3 _____
3	Tighten all electrical connectors/lugs 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"/>		REPLACE BURS
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		REPLACE AIR FILTER
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"/>		CHECK AIR HANDLER OIL
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"/>		

W.O.A. ASSRS #  
 2644 - PA-FOT-9771  
 3112 - PA-ISA-9771  
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