

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

SITE AND BLDG #: KY024-228

LOCATION/RM #: WO#3222 ASSET # 9621

MECHANIC SIGNATURE: John L. Lawrence

DATE: 3/8/2025

START TIME: 10:00 AM

FINISH TIME: 11:00 AM

CHECK 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"/>		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>		
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	<input checked="" type="checkbox"/>		
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	<input checked="" type="checkbox"/>		<u>Clean around chiller</u> <u>Leaves &amp; dirt</u>
5	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.	<input checked="" type="checkbox"/>		
6	Recover, recycle, or reclaim the refrigerant as appropriate.	<input checked="" type="checkbox"/>		
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	<input checked="" type="checkbox"/>		
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input checked="" type="checkbox"/>		
9	Refrigerant oils to be treated as hazardous waste.	<input checked="" type="checkbox"/>		
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	<input checked="" type="checkbox"/>		
11	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>		
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>		
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>		

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: