

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: KY 024-202
OUTDOOR
BLDG WO#

LOCATION/RM #: BLDG
ASSET #

START TIME: 3/6/2019
FINISH TIME: 3/6/2019

MECHANIC SIGNATURE: W. J. Villanueva DATE: 3/6/2019

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED, NO PRODUCE 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	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>		
3	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"/>		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>		
TO BE PERFORMED BY RECLINER INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>		<u>Check Air CPO Cleaning Unit</u>
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>		
3	Straighten fin tubes with fin comb, as needed	<input checked="" type="checkbox"/>		
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>		
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>		
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>		<u>Check Cables</u>
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		
11	Clean up work area.	<input checked="" type="checkbox"/>		<u>Clean Up</u>

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. J. Villanueva
ASSISTANT W. J. Villanueva
3084 - PM-SA-9623 - 3086 - PM-SA-9623