

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

MECHANIC
SIGNATURE: *John Blance*

SITE AND BLDG #: *Wyo 24 - 208*

WO# *7631* ASSET # *9624*

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKED	INSPECTION	NOTES	ACTIONS	IN THIS CHECKLIST	NOTES	ACTIONS
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.					
2		Schedule outage of unit with personnel in area the unit serves.					
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.					
4		If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.					
5							
6							
7							
8							
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11							

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

CABINET HEATER

SITE AND BLDG#: 44024-201 **MECHANIC SIGNATURE:** M. Anderson **DATE:** 3/5/2024
LOCATION/RM#: 44026 **WO#:** 241185SET#, **9629** **START TIME:** **FINISH TIME:**

CHECKPOINT	DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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.	✓		UP TANK COMPATIBLE IS CHECKED NO PROBLEMS FOUND
2	Schedule shutdown with operating personnel.	✓		
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.	✓		
ROUTINE MAINTENANCE				
1	Check valve for full stroke operation in both directions, if applicable.	✓		REPLACE OR FIX IT
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		✓ 20 X 10 X 1
3	Clean the coil with vacuum cleaner.	✓		
4	Comb the fins as needed.	✓		
5	Clean all fans and motors.	✓		CLEAN MOTOR & HOUSING
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		DIRECT DRIVE

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To be performed by: General Maintenance Worker

Additional Notes: