

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Hy024-208 MECHANIC SIGNATURE: Al Mullane DATE: 3/5/2002
 LOCATION/RM #: WO# 7631 ASSET # 9624 START TIME: FINISH TIME:

| CHECK POINT | CHECK POINT DESCRIPTION | COMPLETION | | NOTES/ ACTIONS | |
|-------------|--|-------------------------------------|------|--|--|
| | | DATE | TIME | IF TASK COMPLETE IS CHECKING AND PROVIDE EXPLANATION | |
| 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"/> | | | |
| 1 | Remove debris from air screen and clean underneath unit. | <input checked="" type="checkbox"/> | | | |
| 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"/> | | | |
| 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"/> | | | |

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:

CABINET HEATER

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: 44024-208
LOCATION/RM #: 1308 WO# 2418 ASSET #, 9629

MECHANIC SIGNATURE: [Signature] DATE: 3/5/2020
START TIME: _____ FINISH TIME: _____

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (If task complete, is checked NO, provide N/A action) |
|-------------------------|--|-------------------------------------|----|--|
| | | 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 shutdown with operating personnel. | <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"/> | | |
| ADDITIONAL DEFICIENCIES | | | | |
| 1 | Check valve for full stroke operation in both directions, if applicable. | <input checked="" type="checkbox"/> | | REPLACE AIR FILTER |
| 2 | Check valve for signs of abnormal wear and leaks. Replace packing if needed. | <input checked="" type="checkbox"/> | | 0) 20 X 10 X 1 |
| 3 | Clean the coil with vacuum cleaner. | <input checked="" type="checkbox"/> | | |
| 4 | Comb the fins as needed. | <input checked="" type="checkbox"/> | | |
| 5 | Clean all fans and motors. | <input checked="" type="checkbox"/> | | CLEAN MOTOR & HOUSING |
| 6 | Check operation of controls and safeties. | <input checked="" type="checkbox"/> | | |
| 7 | Lubricate as required. | <input checked="" type="checkbox"/> | | |
| 8 | Check all motors, belts, pulleys, shafts, etc. for alignment. | <input checked="" type="checkbox"/> | | DIRECT DRIVE |

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: General Maintenance Worker
Additional Notes: