

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

**SITE AND BLDG #:** NY024 - 358      **MECHANIC SIGNATURE:** R. Wallace      **DATE:** 3/12/2020  
**LOCATION/RM #:** WO# 2640 ASSET# 9770      **START TIME:**       **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/EXPLANATION (IF TASK COMPLETED, NO PROPER 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.			
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.			
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.			
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.			
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.			
6	Recover, recycle, or reclaim the refrigerant as appropriate.			
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.			
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.			
9	Refrigerant oils to be treated as hazardous waste.			
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.			
11	Remove access covers prior to accomplishing check points.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
	<b>CONDENSER</b>	<u>CLEAN AND DRY</u>		
1	Remove debris from air screen and clean underneath unit.			
2	Pressure wash coil with proper cleaning solution.			
3	Straighten fin tubes with fin comb.			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED, PROVIDE EXPLANATION)
		YES	NO	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	C		
5	Check mounting for tightness.	C		Take
6	Check for corrosion. Clean and treat with inhibitor as needed.	C		
7	Check fan or blower for bent or damaged blades and imbalance.	C		
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	C		
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.	C		DO NOT
				Belts
1	Inspect evaporator for any obvious deficiencies.	C		
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	C		
1	Lubricate drive coupling, if applicable.	C		
2	Lubricate motor bearings (non-hermetic), if applicable.	C		
3	Check bearings for vibrations or unusual noises.	C		
4	Leak test unit with soap test or electronic device.	C		
5	Check compressor oil level, if applicable.	C		
6	Run machine; check action of controls, relays, switches, etc. to see that:			
	a. Compressor(s) run at proper settings.			
	b. Suction and discharge pressures are proper.			
7	Check vibration eliminators. Replace as necessary.	C		
8	Check safety controls for high pressure cut off.	C		
1	Confirm chiller is operating through building automation.	C		

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:**