

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EVAPORATIVE COOLING SYSTEM

SITE AND BLDG #: NY060 - 01 **Main Building** **MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 19 - 20

LOCATION/RM #: Outside **WO#** 7675 **ASSET #** 190917-343 **START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	X		
2	Schedule outage with operating personnel.	X		
3	De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. Open, lock, and tag out electric circuits serving motors for the air handler, evaporative cooling fan (if equipped) and circulating pump.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Examine structural elements including doors, chamber, piping, plates, supports, pans, sumps, and framing.	X		
2	Clean pump suction screens.	X		
3	Check pad distribution piping and clean as necessary. Replace as required.	X		
4	Check piping for blockage or buildup. Clean or replace as required.	X		
5	Check operation of float valve, mixing or automatic control valves and thermometers.	X		
6	Pumps and motors less than 1 HP will be serviced as part of this PM. Pumps and motors 1 HP and larger will be serviced using PM standard cards for the respective equipment. a. Clean and lubricate pump. Check and replace packing if applicable. b. Blow out or vacuum motor windings and lubricate if required.	X		
7	Remove tags and lockout from circuits for circulating pump only.	X		
8	Check with operating personnel before restoring circuits to the air handlers, to be certain personnel are not working on the unit.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
9	As applicable, pans and sumps should remain dry during winter operation. Tags should be removed from supply valves at the completion of this work, but the valves should be opened by operating personnel only when the unit is to be filled and placed in service.	X		

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
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY060 - 01 **Main Building** **MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 16 - 20

LOCATION/RM #: Room 157 **WO#:** 7675 **ASSET #:** 190917-349 **START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	X		
2	Schedule shutdown with operating personnel, as needed.	X		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	X		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	X		
3	Tighten all electrical connectors to proper torque as needed.	X		
4	Check that the fan runs properly in all speeds as applicable.	X		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	X		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	X		
7	Lubricate mechanical connections of dampers sparingly as applicable.	X		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	X		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	X		
10	Check coils for leaking, tightness of fittings.	X		
11	Use fin comb to straighten coil fins as needed.	X		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		X	unit is direct drive
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	X		
14	Vacuum interior of unit.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	X		
16	Change the filter as needed with the correct size and type filter.	X		
17	Insure that drain(s) are clear and running.	X		
18	Clean up work area.	X		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY060 - 01 **Main Building** **MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 16 - 20

LOCATION/RM #: Room 140 **WO#:** 7675 **ASSET #:** 190917-350 **START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	X		
2	Schedule shutdown with operating personnel, as needed.	X		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	X		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	X		
3	Tighten all electrical connectors to proper torque as needed.	X		
4	Check that the fan runs properly in all speeds as applicable.	X		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	X		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	X		
7	Lubricate mechanical connections of dampers sparingly as applicable.	X		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	X		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	X		
10	Check coils for leaking, tightness of fittings.	X		
11	Use fin comb to straighten coil fins as needed.	X		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		X	unit is direct drive
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	X		
14	Vacuum interior of unit.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	X		
16	Change the filter as needed with the correct size and type filter.	X		
17	Insure that drain(s) are clear and running.	X		
18	Clean up work area.	X		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY060 - 02 **Motor Pool** **MECHANIC**
SIGNATURE: *Christopher N Pothier* **DATE:** 3 - 17 - 20

LOCATION/RM #: Mech room **WO#:** 7675 **ASSET #:** 190917-358 **START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.			See Notes
2	Schedule shutdown with operating personnel, as needed.			
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.			
2	When applicable, check fan blades and moving parts for cracks and excessive wear.			See Notes
3	Tighten all electrical connectors to proper torque as needed.			
4	Check that the fan runs properly in all speeds as applicable.			
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			
7	Lubricate mechanical connections of dampers sparingly as applicable.			
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.			See Notes
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.			
10	Check coils for leaking, tightness of fittings.			
11	Use fin comb to straighten coil fins as needed.			
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.			
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly			See Notes
14	Vacuum interior of unit.			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.			See Notes
16	Change the filter as needed with the correct size and type filter.			
17	Insure that drain(s) are clear and running.			
18	Clean up work area.			

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:

This unit is just a evaporator coil inside the furnace duct. The coil is clean and the controls function normally.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PLUMBING FIXTURES

SITE AND BLDG #: NY060 - 01 **Main Building**

MECHANIC
SIGNATURE: *Christopher N Pothier* **DATE:** 3 - 18 - 20

LOCATION/RM #: Mech room **WO#** 7675 **ASSET #** 190917-338 **START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	SINKS - Operate faucets, inspect for leaks, replace washers/"O" rings as necessary. Observe drain flow, clean trap if obstructed. Replace filter as needed.			
2	SHOWER HEADS, MIXING VALVES - Check shower for damaged, missing, or leaking heads; replace as required. Check mixing valves for damaged or missing parts; replace washers as needed.			
3	SHOWER STALLS - Check for leaks, cracks, significant wear or vandalism.			
4	TOILETS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps, seat supports, and replace.			
5	URINALS - Flush and adjust water flow if required. Inspect for leaks, missing or damaged parts/caps and replace.			
6	OTHER MISCELLANEOUS FIXTURES - Clean and inspect for any damage. Check for leaks, missing or damaged parts, caps, etc. Replace as needed.	X		Unit is a heat exchanger

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: