

PM + FILTER CHANGE

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: Ny 116-01 MECHANIC SIGNATURE: [Signature] DATE: 3/25/2019
LOCATION/RM #: ASSET #: START TIME: 3:26 FINISH TIME: 2019

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE 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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	☒	☐	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	☒	☐	
2	Check running motor amperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.	☒	☐	1.1 _____ 1.2 _____ 1.3 _____
3	Tighten all electrical connectors/lugs to proper torque.	☒	☐	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	☒	☐	CLEAN AIR HANDLER
5	Check bearing collar set screws on fan shaft to make sure they are tight.	☒	☐	OK
6	Check filters for dirt accumulations. replace as necessary. Check belt, repair or replace as necessary.	☒	☐	REPLACE FILTER
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	☒	☐	
8	Lubricate mechanical bearings and connections sparingly.	☒	☐	
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.	☒	☐	
12	If applicable, clean strainer (annually).	☒	☐	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	☒	☐	

ASSET # W. 0 #

PM-F05-10647-2545
PM-SA-10647-2936
PM-F05-10848-2547
PM-SA-10648-2938

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETION IS DEFERRED, PROVIDE EXPLANATION)
		YES	NO	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.			ADJUST BELT
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.			
16	Check and test freestat for proper operation			
17	Vacuum interior of unit.			
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.			
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.			
20	Clean up work area.			CLEAN

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. O. H. ASSETS #1
 2588 - PM-FOT-10653
 2550 - - PM-FOT-10655
 2552 - PM-FOT-10656
 2547 - PM-SA-10653
 2588 - PM-SA-10655
 2553 - PM-SA-10656