

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: 47116-01 MECHANIC SIGNATURE: [Signature] DATE: 3/27/2018
 LOCATION/RM #: _____ ASSET # _____ START TIME: _____ FINISH TIME: _____

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	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.	☒		
TO BE PERFORMED BY EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	☒		CLEAN CONDENSER COIL
2	Wash coil with coil cleaning solution - Rinse Thoroughly	☒		
3	Straighten fin tubes with fin comb, as needed.	☒		
4	Check electrical connections for tightness.	☒		
5	Check mounting base for tightness.	☒		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	☒		CLEAN AIR FILTER
7	Inspect all piping for leaks and tighten loose connections.	☒		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	☒		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	☒		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	☒		
11	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: HVAC Technician

Additional Notes:

ASSGT 4 W. 0 #
 PM-SA-10659-2559 - CONDENSING UNIT
 PM-SA-10660-2961 - CONDENSING UNIT
 PM-SA-10658-2962 - CHILLER