

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: 447116-02 MECHANIC SIGNATURE: P. Pulanver DATE: 3/28/2019

LOCATION/RM #: \_\_\_\_\_ WO# \_\_\_\_\_ ASSET # \_\_\_\_\_

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                       |    | NOTES/ACTIONS<br>(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. | <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"/> |    |                                                                         |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |                                     |    |                                                                         |
| 1                                                 | Remove debris from air screen and clean underneath unit.                                                                                                                         | <input checked="" type="checkbox"/> |    | ASSET # 10766 - REPLACE                                                 |
| 2                                                 | Wash coil with coil cleaning solution - Rinse Thoroughly                                                                                                                         | <input checked="" type="checkbox"/> |    | AIR FILTER                                                              |
| 3                                                 | Straighten fin tubes with fin comb, as needed.                                                                                                                                   | <input checked="" type="checkbox"/> |    | ADJUST BREAT                                                            |
| 4                                                 | Check electrical connections for tightness.                                                                                                                                      | <input checked="" type="checkbox"/> |    | ASSET # 10767 & 10768                                                   |
| 5                                                 | Check mounting base for tightness.                                                                                                                                               | <input checked="" type="checkbox"/> |    | CLEAN AIR FILTER                                                        |
| 6                                                 | Inspect fans for bent blades, unbalance, excessive noise and vibrations.                                                                                                         | <input checked="" type="checkbox"/> |    | and condenser coil.                                                     |
| 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:

ASSET # W.O.#  
 PM-SA-60766 - 2968 Page 1 of 1 MECHANICAL ROOM  
 PM-SA-10767 - 2970 - ROOM 101  
 PM-SA-10768 - 2972 - ROOM - 112