

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: 14028208 MECHANIC SIGNATURE: Phallawer DATE: 12/4/2014
 LOCATION/RM #: 314 WO# 1359 ASSET # 9609 START TIME: 9:40 AM FINISH TIME: 10:40 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKING, 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.				
100% 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 L1, L2, and L3 amp draws.				L1 L2 L3
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.				
5	Check bearing collar set screws on fan shaft to make sure they are tight.				
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.				LUBE & CLEAN
10	Check coils for leaking, tightness of fittings.				YES CLEAN INSIDE UNIT
11	Use fin comb to straighten coil fins.				OK
12	If applicable, clean strainer (annually).				YES
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.				CLEAN UNIT INSIDE & OUT

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED IS CHECKED NO, 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.	/		OK
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 frezestat for proper operation	/		
17	Vacuum interior of unit.	/		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/		yes
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.	/		yes
20	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 discription of the deficiency.
To be performed by: HVAC Technician

Additional Notes:

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SITE AND BLDG #: 44024 208 MECHANIC SIGNATURE: [Signature] DATE: 12/4/18
 LOCATION/RM #: 300 WO# 1367 ASSET # 9607 START TIME: 11:50 FINISH TIME: 12:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE 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 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 L1, L2, and L3 amp draws.	☒	☐	L1 _____ L2 _____ L3 _____
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.	☒	☐	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	☒	☐	
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.	☒	☐	LUBRIC & CLEAN
10	Check coils for leaking, tightness of fittings.	☒	☐	CLEAN INSIDE UNIT
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.	☒	☐	CLEAN IN & OUT

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS IF TASK COMPLETE IS CHECKED NO, 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.	☒	☐	REPLACE BELT (1) 52450
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.	☒	☐	LUBE & CLEAN
20	Clean up work area.	☒	☐	AGF

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:

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SITE AND BLDG #: NY 024 208MECHANIC
SIGNATURE: P. PullarDATE: 12/6/18LOCATION/RM #: 306 WO# 9608ASSET # 9608

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE CHECKING, 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.			
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 L1, L2, and L3 amp draws.			L1 6.3 L2 6.1 L3 6.0
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.			
5	Check bearing collar set screws on fan shaft to make sure they are tight.			
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.			REPLACE BELT
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.			LUBE & CLEAN
10	Check coils for leaking, tightness of fittings.			CLEAN INSIDE UNIT
11	Use fin comb to straighten coil fins.			YES CHECK OK
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.			CLEAN INSIDE AND OUT

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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.	/		REPLACE BELT 4L360
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.	/		

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.
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