

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: HY024-208 MECHANIC SIGNATURE: [Signature] DATE: 12/3/2018
 LOCATION/RM #: 110 WO# 1365 ASSET # 9615 START TIME: 9:30 FINISH TIME: 10:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	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 L1, L2, and L3 amp draws.	☒	☐		L1 6.3 L2 6.2 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.	☒	☐		YES OK	
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	☒	☐		REPLACE OUTER	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	☒	☐			
8	Lubricate mechanical bearings and connections sparingly.	☒	☐		YES LUBE & CHECK	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	☒	☐		YES	
10	Check coils for leaking, tightness of fittings.	☒	☐		YES OK	
11	Use fin comb to straighten coil fins.	☒	☐			
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 INSIDE UNIT	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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.	☒	☐	CHECK 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 freestat for proper operation	☒	☐	
17	Vacuum interior of unit.	☒	☐	YES
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.	☒	☐	OK
20	Clean up work area.	☒	☐	LUBE & GASES

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 AIR HANDLER

MECHANIC
SIGNATURE: Bill Lawer

DATE: 12/3/2018

SITE AND BLDG #: 44024 208

LOCATION/RM #: 110 WO# 1364 ASSET # 9614

START TIME: 8:30 AM FINISH TIME: 9:30 AM

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.	/		
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 L1, L2, and L3 amp draws.	/		L1 9.3 L2 9.2 L3 9.0
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.	/		OK
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/		REPLACE FILTER & BELT
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/		CHECK OK
8	Lubricate mechanical bearings and connections sparingly.	/		GREASE BEARING & CLEAN
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		YES
10	Check coils for leaking, tightness of fittings.	/		CHECK OK
11	Use fin comb to straighten coil fins.	/		YES
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 UNIT

CHECK POINT	CHECKPOINT/DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (OBTAIN CORRECT PARTS BEFORE WORK, 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
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.	☒	☐	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.	☒	☐	UPS LUBE & GREASE

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 AIR HANDLER

SITE AND BLDG #: 41024 208 MECHANIC SIGNATURE: Pullar DATE: 12/3/2018
 LOCATION/RM #: 217 WO# 1360 ASSET # 9610 START TIME: 10:40 AM FINISH TIME: 11:40 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVISION FOR)
		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 L1, L2, and L3 amp draws.			L1/19.1 L2/18.7 L3/18.1
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 + BELT SC490
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.			yes back 4 coil
10	Check coils for leaking, tightness of fittings.			check ok
11	Use fin comb to straighten coil fins.			yes
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 125 IDE UNIT

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		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.	/		check 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 lubricate & clear
20	Clean up work area.	/		yes

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 AIR HANDLER

SITE AND BLDG #: 14020-228

MECHANIC
SIGNATURE: *P. Williams*

DATE: 12/4/2018

LOCATION/RM #: 217 WO# 1362 ASSET # 9612

START TIME: 8:30am

FINISH TIME: 9:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETED 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.			
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 L1, L2, and L3 amp draws.			L1 6.4 L2 6.2 L3 6.1
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 AIR 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.			WBE & CLEAN
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.			yes
10	Check coils for leaking, tightness of fittings.			CHARGE OK
11	Use fin comb to straighten coil fins.			yes
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 UNIT

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	NOTES/ACTIONS
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.	YES ☒ NO ☐	ok
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	YES ☒ NO ☐	
16	Check and test freeze-stat for proper operation	YES ☒ NO ☐	
17	Vacuum interior of unit.	YES ☒ NO ☐	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	YES ☒ NO ☐	
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 ☒ NO ☐	
20	Clean up work area.	YES ☒ NO ☐	LUBE & CLEAN

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: 27024 208MECHANIC
SIGNATURE: [Signature]DATE: 12/4/18LOCATION/RM #: 3/4 WO# 1356 ASSET # 9606START TIME: 10:25FINISH TIME: 11:45

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.			
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 AIR 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.			COILS & CLEAN
10	Check coils for leaking, tightness of fittings.			YES
11	Use fin comb to straighten coil fins.			
12	If applicable, clean strainer (annually).			YES
13	Flush and clean condensate pans and drains, remove all rust pre-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 & 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.	☒	☐	ADJUST BELTS
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.	☒	☐	YES

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: