

September checklist 2023
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:	ny024	24224	9622	MECHANIC SIGNATURE: Ramon V	DATE: 8-23-2023
		24225	9623		
LOCATION/RM #:	WO# 24226	ASSET # 9624		START TIME:	FINISH TIME:

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	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 AT EACH INSPECTION SERVICE					
1	Remove debris from air screen and clean underneath unit.	✓			
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.	✓			
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: