

Building Name: \_\_\_\_\_

HVAC PM check sheet

Date: \_\_\_\_\_

Model Number \_\_\_\_\_ Unit # \_\_\_\_\_

Serial Number \_\_\_\_\_

Complete	Nonoperational	Operational	Tasking Procedure:	
			Low Pressure	High Pressure
			Preparation	
			Check with appropriate customer representative for operational deficiencies.	
			Inspection and Testing (Document any problems/ corrections)	
			Check coil condition.	
			Check control set points.	
			Check safeties.	
			Check expansion valve.	
			Check reversing valve.	
			Check auxiliary heat strips.	
			Check operation of defrost module.	
			Check crankcase heater.	
			Check unit charge and tighten connections.	
			Check evaporator temperature differential.	
			Check condensate pan and drain if accessible.	
			Check economizer operation.	
			Check belts, record sizes if not in file.	
			Check drives condition.	
			Check fan condition.	
			Check for proper fan rotation.	
			Visual inspection of alignment.	
			Check contactor and points.	
			Check and tighten electrical connections.	
			Check motor operation and tighten connections.	
			Inspect power exhaust systems. Lubricate as required.	
			Wash economizer filters.	
			Acid test system.	
			General Maintenance.	
			Install condensate pan pads/ tabs.	
			General	
			Complete any required maintenance checklist, report observations to appropriate customer representative.	
			Clean area around equipment.	

Notes:

Parts to order: