



## Preventive Maintenance AC Checklist VS:01APR19

Work Order: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

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

Employee: \_\_\_\_\_

The undersigned Employee of this Preventive Maintenance Checklist hereby (1) attests to the accuracy of the information that he has provided herein; (2) acknowledges that same information may be audited from time-to-time; and (3) acknowledges that disciplinary action may ensue if any information herein is misrepresented, falsified, altered &/ contradicts GCC's policies.

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		RECOMMENDED NEXT STEPS; MATERIALS, LABOR & SERVICES NEEDED; &/ OTHER COMMENTS TOWARD ITS RESTORATION
		Yes	No	
External Surfaces	Remove all obstructions, eyesores, vegetation, debris & trash from AC area to include AC compressor pads			
	Clear, water blast & clean all surfaces from algae, graffiti, etc. to include compressor pads			
	Check AC exhaust and inlet vents and vent covers for rust, missing covers and cleanliness			
	Check entrance doors and hinges for rust and good operation			
	Inspect (smell) any fowl odors around the AC			
	Remove and dispose of any AC related items on roof tops and rooms			
	Check all AC (alternate current) disconnect switches for rust and good operation			
	Inspect (smell) any fowl odors and look for obvious mold around all AC components			
	Check compressor housing for rust and serviceability make repairs as needed			
	Check compressor housing legs / feet for serviceability			
	Check vibration pads for serviceability and thickness (are they worn down where they are no longer helping to control vibration?)			
	Check all mounting hardware for rust and serviceability - replace as needed			
	Check fan grill is present and is serviceable			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		RECOMMENDED NEXT STEPS; MATERIALS, LABOR & SERVICES NEEDED; &/ OTHER COMMENTS TOWARD ITS RESTORATION
		Yes	No	
Other	Clean all internal & external DUCTS; and repair / replace if necessary			
	Clean all FILTERS; and repair / replace if necessary <b>(MERV 7 or better)</b>			
	Clean all DRAINS; and repair / replace if necessary			
	Clean all COILS; and repair / replace if necessary			
	Inspect the evaporator coil for cleanliness and clean if necessary			
	Clean all PADS & HOUSINGS; and repair / replace if necessary			
	Clean all ELECTRICAL components & contacts; and repair / replace if necessary			
	Inspect all electrical connections			
	Check for leaks, soot, rust, corroded electrical contacts and frayed wires			
	Clean all Fans blade and connections; and repair / replace if necessary			
	Inspect Fan Motor			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		RECOMMENDED NEXT STEPS; MATERIALS, LABOR & SERVICES NEEDED; &/ OTHER COMMENTS TOWARD ITS RESTORATION
		Yes	No	
Other	Check refrigerant level; recharge system to normal refrigerant levels			
	Lubricate motors			
	Check the operation of the compressor and the outdoor fan motor			
	Inspect the air handler blower assembly for proper operation and cleanliness			
	Inspect venting system and verify that it is operating properly			
	Record unit's pressure -			
	Inspect thermostats and thermostat covers for good working condition			
	DDC system <b>(BLDGS: 100, 4000, 6000, E)</b>			
	time schedule			
	Setpoints			
	Controllers			
	trend logs			
	Alarms			
	DDC as it controls chiller units			
	OTHER:			