



## PREVENTATIVE MAINTENANCE SCHEDULE

### AIR CONDITIONING / PREVENTATIVE MAINTENANCE

#### **ITEMS CHECKED**

<u>Clean Condensers</u>	Clean condenser coils with, chemicals and power sprayer, reverse air flow
<u>Clean Evaporator Coils</u>	Clean condenser coils with, chemicals and power sprayer, reverse air flow
<u>Check All Electrical</u>	Check for frayed, cut or damaged cords, contactors, tight, burning or pitting
<u>Replace Belts</u>	Replace belts and store old belts inside unit
<u>Check All Pulleys</u>	Check for tightness and visible damage
<u>Check All Bearings</u>	Check for drag and free spinning
<u>Check Blower Motor</u>	Check for visible damage and vibration
<u>Check Squirrel Cages</u>	Check for visible damage
<u>Check Thermostats</u>	Check for proper operation and check all connections
<u>Condensers Fan Operation</u>	Check for visible damage, does it turn freely
<u>Replace Air Filters</u>	Replace all a/c filters in store and initial filters
<u>Clean All Drains</u>	Clean out all drains and check ( must be solid and secure to drain drop )
<u>Check Airflow</u>	Check for proper airflow once unit is running
<u>Check Room Temperature</u>	Check room temperature once unit is running
<u>Clean All Condenser Coils</u>	Clean all coils on roof, ice makers, walk-in cooler / freezer
<u>Clean Roof</u>	Clean and wash down the whole roof and remove all debris
<u>Clean Roof Drains</u>	Clean and wash out the roof drains
<u>Replace All Missing Screws</u>	Replace any missing screws on any units on the roof
<u>Check safety lighting</u>	Check out the operation of safety lighting
<u>Check Exit Signs</u>	Check all exit signs for lighting
<u>Check Roof Vents</u>	Check clean and fix any damage to all roof vents and replace all belts
<u>Check Temperature Split</u>	Check return and supply temperature for the split
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The completion of "ALL P.M. Maintenance" by the technician must be conducted according to the manufacturers specifications and recommendations. The outlined tasks above must be done in addition to any other outlined P.M. procedures.