

Preventative Maintenance Checklist for HVAC

Automated Form Number ☐ Template Library-Example Template Project-Example Team-DP-PEA-0040-0

Building or Area being Inspected Pines Apartment Blocks

Name of Inspector/Auditor Dave Hodgson

Date and Time of Inspection Friday, 26 April 2019

HVAC

Inspect at least twice a year, with seasonal start-up and run inspections

Checkbox	Do screws, latches, gaskets, or missing screws need replacements?	No	
Checkbox	Recharge P-traps or U-bend water traps for condensate drain pans	Yes	
Checkbox	Has a qualified mechanical contractor provide seasonal PM of chillers and boilers services?	Yes	
Checkbox	For cooling towers, disassemble screens and access panels for inspection	Yes	
Checkbox	Inspect the cooling tower fill, support structure, sump and spray nozzles	Yes	
Checkbox	Fill valve, gear box, drive coupling, fan blades, and motor bearings	Yes	
Checkbox	Clean starter and cabinet	Yes	
Checkbox	Inspect wiring; check motor starter contacts for wear and proper operation; megger test the motor and log readings	Yes	Readings: See attached for log readings
Checkbox	Check the condition of the sump heater and contactor, and log observations	Yes	Observations: No observations, sump heater in good condition
Checkbox	Has bearing lubrication for pump been completed at least annually? Inspect couplings and check for leaks. Investigate unusual noises	Yes	
Checkbox	Has cleaning or replacing air filters of air handling unit been completed at least once a month (some may only need to be changed every 3-6 months)?	No	