5021CPS1FMT010 WO Template Cheney General PM HVAC Equip Spring-Summer

Checklist

1 Replace filters on cooling equipment

2 Check condition of belts and pulleys and replace as needed

3 Clean condenser and evaporator coils

4 Check refrigerant charge and inspect for leaks if charge is low

5 Clear drain lines and pans

6 Check electrical connections

7 Check operation of fan and blower motor and adjust if needed

8 Lubricate motors, bearings and other moving parts

9 Check operation of thermostats and other controls

10 Check for adequate air flow

11 Create a new corrective work order to address any repairs made and or needed during the PM work