

5716SEB1FME094 Annual SEB General PM HVAC Equip (Spring-Summer Maint

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