

**Checklist**

- 1 With the unit operating, check unit superheat and record the reading in the ?Maintenance Log.?
- 2 Remove any accumulation of dust and/or dirt from the unit casing.
- 3 Remove corrosion from any surface and repaint.
- 4 Check the gasket around the control panel door to ensure it fits correctly
- 5 Inspect the evaporator fan belt. If it is worn or frayed, replace it.
- 6 Inspect control panel wiring to ensure that all connections are tight that the insulation is intact.
- 7 Check refrigerant piping and fittings for leaks.
- 8 Inspect the evaporator coils for dirt and debris. If the coils appear dirty, clean them.
- 9 Check and document superheat of ALL refrigeration compressors and verify proper charge.
- 10 Inspect refrigerant piping insulation. Replace any deteriorated sections.
- 11 Condensing unit coils being inspected and cleaned regularly
- 12 Verify damper linkages and actuators are tight and dampers open/close fully without binding.
- 13 Create a new corrective work order to address any repairs made and or needed during the PM work