

**HVAC PREVENTIVE MAINTENANCE
WORKSHEET**

Inspection Date

Job Name

Indoor Unit Model #

Indoor Unit Serial Number #

Condenser/Drycooler Model #

Condenser/Drycooler Serial #

Room Temperature/Humidity

_____ ° / _____ %

Ambient Temperature

_____ °

FILTERS

- Check/Replace Filters
- Grille Area Unrestricted
- Wipe Section Clean
- Coil Clean

BLOWER SECTION

- Blower Wheels Free of Debris
- Check Belt Tension and Condition (Replace if Needed)
- Check/Lube Bearings
- Check Sheave/Pulley (Replace if Worn)
- Check Motor Mount
- Motor Amp Draw L1 _____ L2 _____ L3 _____

REHEAT

- Inspect Elements
- Check Wire Connections (Inside Reheat Box)
- Reheat Amp Draw #1 _____
#2 _____
#3 _____

STEAM GENERATING HUMIDIFIER

- Check Drain Valve/Drain Lines/Trap for Clogs
- Check Water Make-up Valve for Leaks
- Clean Strainer
- Replace Humidifier Bottle If Necessary
- Check Operation of Humidifier
- Humidifier Amp Draw L1 _____ L2 _____ L3 _____

HVAC PREVENTIVE MAINTENANCE WORKSHEET (CONTINUED)

GLYCOL PUMP

Check Pump Rotation

Check for Glycol Leaks

Pump Pressures #1 Suction _____ Discharge _____

#2 Suction _____ Discharge _____

#3 Suction _____ Discharge _____

Amp Draw #1 L1 _____ L2 _____ L3 _____

#2 L1 _____ L2 _____ L3 _____

#3 L1 _____ L2 _____ L3 _____

Pump Changeover (If Multiple Pumps)

NOTES:

Signature _____

Company _____

Make Photocopies for your records.