



# Sam's HVAC RTU/AHU Preventative Maintenance Checklist

## RTU/AHU/EF/HEAT Inspections

For equipment under warranty, record any faults and inform Sam's Club Home Office to initiate warranty repairs with manufacturer

Task	Item Description	Repaired	Replaced	Completed	Notes
<b>A. General Condition</b>					
Check for the following items: correct deficiencies that will significantly impact operation:					
1	Coil condition and cleanliness				
2	Ensure drain trap is intact				
3	Inspect / replace belt[s]				
4	Inspect desiccant wheel condition				
5	Inspect desiccant wheel belt and motor				
6	Inspect condenser motor mounts and fan blade condition				
7	Inspect heat exchangers for cracks				
8	Gas Valve, and Combustion Fan/ Chamber				
9	Damper Controls/Operation				
10	Drains/Drip Legs				
<b>B. Electrical</b>					
Check for the following items: correct deficiencies that will significantly impact operation:					
1	Inspect condition of all electrical wiring				
2	Inspect condition of all electrical components				
3	Ensure heat/cool blower hertz set correctly				
4	Cycle all operations ensure all contactors and relays operate				
<b>C. Cool Operation</b>					
Check for the following items: correct deficiencies that will significantly impact operation:					
1	Force on all stages of cooling				
2	Verify ambient and indoor temperature readings Record ambient temperature: _____°F Record indoor temperature: _____°F				
3	Verify ambient and indoor humidity readings Record ambient humidity: _____°F Record indoor humidity: _____°F				
4	Verify ambient and indoor dew point readings Record ambient dew point: _____°F Record indoor dew point: _____°F				
5	Check discharge air temperature for a ΔT of at least 16-20°F Record ΔT: _____°F				
6	Check discharge air dew point for ΔDPT Record ΔDPT: _____°F				
<b>D. Heat Operation</b>					
Ensure operation and correct deficiencies:					
1	Force on all stages of heating				
<b>E. Dehumidification Operation</b>					
1	Ensure operation and correct deficiencies:				
2	Check Damper Operation				
3	Monitor / check desiccant drive, adjust tension, alignment				

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Task	Item Description	Repaired	Replaced	Completed	Notes
4	Force on dehumidification – monitor through complete cycle- note any additional deficiencies or concerns				
<b>F. Exterior &amp; Ancillary</b> Check for the following items: correct deficiencies; repair or replace items as needed:					
1	Check indoor/outdoor temp sensor accuracy				
2	Check indoor/outdoor dew point/humidity sensor accuracy				
3	Check for any CO <sub>2</sub> sensor failures				
4	Inspect mount/condition of all zone and CO <sub>2</sub> sensors				
5	Check all RTU temp and auxiliary sensor readings				
6	Check for correct RTU heat/cool parameters – contact the Digital Assets Team to make any corrections				
7	Check for continuous fan settings – contact the Digital Assets Tea, to make any corrections.				
<b>G. Exhaust Fans</b> Check for the following items: replace or correct any defects as necessary:					
1	Ensure all fans are operating and without excessive noise				
2	Check condition of fan assembly				
3	Clean screen if needed				
4	Check belts for tension and bearings for smooth operation				
5	Ensure grease traps are clean				
<b>H. Miscellaneous</b> Check for the following items: correct any structural damage or penetrations:					
1	Remove parts and trash from roof				
2	Report any roof damage				
3	Inspect condition of duct work inside store				
4	Report to Club Management Team any flashing, drain or gutter damage				
<b>I. Interior - General, Interior - Forced Air &amp; Tube/Radiant Heaters (Vestibule, Cart Storage, Receiving/Back Room, TBC, Pump House)</b> Check for the following items: correct any deficiencies:					
1	Condition and operation of thermostats, sensors, timers				
2	Check and correct any vent deficiencies				
3	Inspect for damaged exteriors or heat shields				
4	Check for missing hangers				
5	Check for cracked heat exchangers				
6	Inspect condition of wiring and components				
7	Clean off dirt from fans and dust from tops				
8	Inspect for damage to unit components/wiring				
9	Check heat operation- record amp draw if electric				
10	Clean dirt off heat strips				
11	Inspect for damage to unit/components/wiring				
12	Inspect blower/fan assembly and noise level				
13	Note, photograph, and report cosmetic defects				