

Publix Preventative Maintenance Checklist

DATE		Publix Store #	
		TECH NAME:	
		TECH NAME:	
Initials of Who Completed	<u>SELF-CONTAINED UNITS</u>		# OF UNITS
	1. CLEAN CONDENSER COIL/ COMB COILS/ REPLACE HAMMOCK FILTER MEDIA (if applicable)		
	2. CLEAN DRAIN PANS, CHECK DRAIN SYSTEM (REMOVE BUILUP on HEATERS and DISCHARGE LINE)		
	3. CHECK EVAPORATIVE PAN HEATERS and FLOATS		
	4. CONFIRM UNIT RUNS WITHIN SETPOINT PARAMETERS		
	5. CHECK THERMOMETER (Note if it needs replaced)		
	6. NOTE ANY CONDENSER COILS in BAD CONDITION		
	7. LEAK CHECK EACH UNIT		
LOCATION	REPAIRS / CHANGES MADE	LOCATION	REPAIRS NEEDED TO BE MADE
Initials of Who Completed	<u>WALK-INS</u>		
	1. INSPECT AND CHECK ALL EVAPORATOR COILS		
	2. CLEAR DRAIN LINES		
	3. CONFIRM ALL FAN MOTORS ARE WORKING (ROTATING IN PROPER DIRECTION)		
	4. NOTE ANY MISSING or DAMAGED PANELS		
	5. NOTE if ANY DRAIN PAN is in POOR CONDITION		
	6. CHECK DEFROST HEATERS and ELECTRICAL		
	7. LEAK CHECK INSIDE EACH WALK IN		
LOCATION	REPAIRS / CHANGES MADE	LOCATION	REPAIRS NEEDED TO BE MADE

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Initials of Who Completed	REMOTE CASES		
	1. CHECK for CLOGGED DRAINS, CLEAR if NEEDED (Note if several need Deep Cleaning)		
	2. CHECK AIR FLOW in CASES		
	3. NOTE any MOTORS NOT OPERATIONAL		
	4. CHECK for ICE BUILD UP, STORE will need to SCHEDULE DEEP CLEAN		
	5. INSPECT for ANTI-SWEAT HEATERS NOT WORKING		
	6. NOTE ANY CASE that are DIRTY and REPORT to MIC		
	7. CHECK ALL THERMOMETERS, and CALIBRATE		
	8. LEAK CHECK ALL CASES		
LOCATION	REPAIRS / CHANGES MADE	LOCATION	REPAIRS NEEDED TO BE MADE
Initials of Who Completed	PRE-ROOF WORK		
	1. FORCE BOTH A/C COOLING and HEATING IN 4HR OVERRIDE (same time)		
	2. CONFIRM ALL BOARDS / CONTROLLERS are ONLINE		
LOCATION	REPAIRS / CHANGES MADE	LOCATION	REPAIRS NEEDED TO BE MADE
Initials of Who Completed	HVAC		
	1. CHECK ALL COMPRESSORS are OPERATIONAL		
	2. CHECK REFRIGERANT CHARGE		
	3. NOTE ANY SIGHT GLASS FLASHING (407c Retrofits OK)		
	4. CHECK COMPRESSOR SENTRONIC by PULLING PLUG		
	5. CHECK CONDENSOR FAN MOTORS, MOUNTS, and BLADES		
	6. CONFIRM OSA DAMPER is OPEN, OPERATIONAL if MOTORIZED		

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	7. INSPECT BLOWER BELTS and SHEVES, REPLACE as NEEDED (NOTE ALL BELTS USED AND LOCATION CHANGED)											
	8. CLEAN DRAIN PANS and DRAIN LINE, ADD PAN TABS											
	9. INSPECTS EVAPORATOR and HEAT RECLAIM COIL											
	10. GREASE BLOWER BEARINGS and OSA DAMPER and LINKAGE											
	11. INSPECT CABINETS and GASKETS (NOTE if NEEDED REPLACED)											
	12. LEAK CHECK EACH UNIT											
LOCATION	REPAIRS / CHANGES MADE		LOCATION	REPAIRS NEEDED TO BE MADE								
Initials of Who Completed	<u>RACKS</u>											
	1. CONFIRM NO CIRCUIT in DEFROST and RECORD LIQUID LEVEL (%)											
	RACK 1		RACK 2		RACK 3		RACK 4		RACK 5		RACK 6	
	RACK 7		RACK 8		RACK 9		RACK 10					
	2. CHECK OIL LEVELS.											
	3. RECORD OIL RESERVOIR (EX. ZERO, 1 BALL, 2 BALLS, 3 BALLS)											
	RACK 1		RACK 2		RACK 3		RACK 4		RACK 5		RACK 6	
	RACK 7		RACK 8		RACK 9		RACK 10					
	4. CHECK PRESSURE DROP across OIL FILTER if POSSIBLE											
	5. NOTE ANY OIL FILTERS NEEDED REPLACE. (OVER 2psi PD)											
	6. RECORD COMPRESSOR OIL REGULATORS SIGHT GLASS LOCATION. (EX. 0, 1/4, 1/2, 3/4, FULL)											
	RACK 1	C1		C2		C3		C4		C5		
	RACK 2	C1		C2		C3		C4		C5		
	RACK 3	C1		C2		C3		C4		C5		
	RACK 4	C1		C2		C3		C4		C5		
	RACK 5	C1		C2		C3		C4		C5		
	RACK 6	C1		C2		C3		C4		C5		
	RACK 7	C1		C2		C3		C4		C5		
	RACK 8	C1		C2		C3		C4		C5		
	RACK 9	C1		C2		C3		C4		C5		
	RACK 10	C1		C2		C3		C4		C5		
	7. CHECK DISCHARGE and SUCTION TRANSDUCERS, CALIBRATE as NEEDED, NOTE if needs REPLACED, CALIBRATED, or +/- 5 OFFSET)											
	8. CHECK PRESSURE DROP on LIQUID LINE FILTER, NOTE if any are OVER 2psi PRESSURE DIFFERENCE.											

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	9. CHECK PHASE MONITOR						
	10. CHECK COMPRESSOR BELLS and DISCHARGE TEMPS are WITHIN RANGE						
	11. CHECK COMPRESSOR SENTRONICS by PULLING PLUG						
	12. CHECK ALL CUSHION CLAMPS (TIGHTEN, REMOVE if BAD, NOTE # and SIZE NEEDING REPLACED)						
	13. CHECK for LOOSE CAP TUBES, SECURE as NEEDED						
	14. INSPECT ALL HEAD COOLING FANS are WORKING						
	15. FORCE ALL CONDENSER FANS MOTORS ON and CHECK for PROPER OPERATION						
	16. CHECK ALL BREAKERS, CONTACTORS, and CONTROLS						
	17. CHECK that all LIGHTING in MOTOR ROOM are OPERATIONAL						
	18. LEAK CHECK ALL RACKS						
LOCATION	REPAIRS / CHANGES MADE	LOCATION	REPAIRS NEEDED TO BE MADE				
Initials of Who Completed	EXHAUST / SUPPLY FANS / EVR						# OF UNITS
	1. INSPECT ALL EXHAUST FANS, SUPPLY FANS and EVR						
	2. REPLACE ALL BELTS as NEEDED (NOTE ALL BELTS USED AND LOCATION CHANGED)						
	3. NOTE if any UNITS NEED TOTAL REPLACEMENT						
LOCATION	REPAIRS / CHANGES MADE	LOCATION	REPAIRS NEEDED TO BE MADE				
PHOTOS (WITH COMMENT OF ISSUE)							

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