

PM Information

Date: _____

Technician: _____

Site: _____

Customer: _____

Ticket #: _____

PO# / WO#: _____

General Inspection

1. Visual Inspection:

- Check for any signals of leaks, corrosion or damage.
- Inspect the overall condition of the HVAC unit and its components.

2. Air Filters:

- Replace or clean air filters based on manufacturer recommendations.
- Ensure proper fit and tightness.

3. Thermostats:

- Check and calibrate thermostats for accurate temperature control.

Notes:

Heating System

4. Burner Assembly:

- Inspect burners for proper ignition and flame characteristics.
- Clean and remove any debris.

Heating System (Cont.)

5. Heat Exchanger:

- Check for cracks, corrosion, or any signs of damage.
- Ensure proper airflow around the heat exchanger.

6. Pilot and Ignition Systems:

- Verify the pilot light is functioning correctly.
- Inspect the ignition system for proper operation.

Notes:

Cooling System

7. Condenser Coils:

- Clean condenser coils from dirt and debris.
- Ensure proper airflow around the condenser unit.

8. Refrigerant Levels:

- Check refrigerant levels and adjust if necessary.
- Inspect for any leaks.

9. Evaporator Coils:

- Clean evaporator coils to maintain efficiency.

Notes:

Air Handling Unit

10. Blower Components:

- Inspect and clean blower components for optimal airflow.
- Lubricate motor and bearings as needed.

11. Ductwork:

- Check for leaks and insulation integrity.
- Clean and remove any obstructions.

Notes:

Electrical Components

12. Condenser Coils:

- Inspect and tighten electrical connections.
- Check for signs of overheating.

13. Refrigerant Levels:

- Test and calibrate controls, including safety switches.
- Verify the operation of safety devices.

Notes:

Overall System Performance

14. Operational Testing:

- Run the system through a complete cycle.

Overall System Performance (Cont.)

14. Operational Testing:

Check for unusual noises, vibrations, or odors.

15. Airflow Measurement:

Measure and adjust airflow as needed.

Verify proper balance in different zones.

Notes: