



Date:	Customer:	Site:	PM Type:
Ticket #:	WO/PO #:	Technician:	
Contact:	Phone:	Email:	

**Perform a Fall & Winter Heating System Check 2x's a year:**

- Perform a Spring & Summer Cooling System Check 2x's a year
- Replace and date all filters 4 x's a year. (2 inch. Pleated filter required).
- Inspect condenser coils 4x's a year, clean as needed. ( No pressure washing unless approved)
- Inspect evaporators 4x a year, clean as needed.(No pressure washing unless approved).
- Clean condensate pans, P-Traps & Drain lines and place algae tablets in condensate pan 2x's a year.
- Visually inspect heat exchanger & pipes during Fall & Winter system check note findings.
- Replace v-belts 1x a year, and there after as needed.
- Visually inspect for loose wiring and system piping with-in unit, and note findings.
- Visually inspect roof top duct work for damage, and note findings.
- Lubricate all motors & Bearings.
- Visually inspect blower wheel, and note findings
- Check operation of thermostats 4x's a year during Heating & Cooling system checks. (Note any Damage).
- Visually inspect disconnects and electrical connections at unit, and note findings.

**HVAC - EVAPORATIVE COOLER:**

- Replace v-belts 1x a year, and there after as needed.
- Drain flush and re-fill unit with water where used wet
- Inspect unit for leaks and repair as needed
- Replace rotating and stationary pads as needed.
- Check & lubricate all motors



Visually inspect blower motor wheels.

Visually inspect electrical and conduit connections at unit, and note findings.

**EXHAUST FAN:**

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Replace v-belts 1x a year, and there after as needed.

Lubricate all motors & bearings

Visually inspect units for grease build-up and remove any debris.

Ensure unit does not vibrate, and note findings.

**MAKE-UP AIR:**

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Replace v-belts 1x a year, and there after as needed.

Wash out metal filters or replace if disposable 4x's a year (Roof Top).

Shop vac and wipe down vent covers 4x's a year (Inside store).

Lubricate all motors & bearings

Inspect unit for excess dirt build-up, and note findings.

Ensure unit does not vibrate, and note findings.

**ICE MACHINE:**

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Insure that the bin thermostat is functioning and properly mounted.

Clean condenser coils & integrated filters 4x's a year.

Inspect all hose lines, and replace as needed. Part of "PM" cost.

Inspect all system piping for proper installation including drain lines.

Check drain lines and floor sinks for proper drainage, clean as needed.

Check all connections at back of unit for leaks, and bad conduit connections.

Check for any algae build-up in ice bin (Inform manager if present)

Annually chemically clean and sanitize entire water system, and related components. Every Q1 PM Cycle.



**REFRIGERATION:**

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Wash or change filters on all refrigeration equipment (Milk Cooler, Condiment Coolers – up to 6 per store) **\*\*New pricing includes additional three refrigeration units at each location.**

Compare internal thermometer with external thermometer (Note findings with-in 10 degree difference)

Inspect condenser coils 4x's a year, clean as needed.

Inspect evaporator 4x's a year, clean as needed.

Inspect door alignment, gaskets, hinges/handles (tighten as needed), and evaporator fan blades, and note findings

Inspect drain lines and condensate pans, clean as needed.

Check proper operation of condensate evaporator pan. (Report with-in 48hrs if repair is needed).

**ADDITIONAL NOTES:**

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Include any and all additional notes for the performed PM

**Additional Work Identified at time of service should be called in to Facilities Department for approval and separate work order number if approved.**

**UPON COMPLETION OF SERVICE TECHNICIAN MUST CALL AND CHANGE WORK ORDER STATUS TO "CONTRACTOR DONE".**