

CVS HVAC/R PM and ASSET GATHERING

Date:	Contractor: RSC MECHANICAL INC
Site Number:	Technician:
	Office Contact:
Ticket #:	Email: cvs@rscmech.com
Work Order #:	PM Frequency

PM TASK	FREQUENCY	SAT	UNSAT
1. CHANGE ALL AIR FILTERS IN RTUS AND AIR HANDLERS - bag filters need a separate proposal. merv 7 filters to be used.		<input type="checkbox"/>	<input type="checkbox"/>
2. CLEAN OR REPLACE MINUTE CLINIC FILTERS ON MINI SPLIT UNIT.		<input type="checkbox"/>	<input type="checkbox"/>
3. CLEAN HVAC CONDENSER COILS.		<input type="checkbox"/>	<input type="checkbox"/>
4. VERIFY PROPER OPERATION OF HVAC UNITS WHILE ONSITE.		<input type="checkbox"/>	<input type="checkbox"/>
5. WIPE DOWN OF STORE VENTS WITH SWIFFER - PHARMACY VENTS ARE MOST IMPORTANT.		<input type="checkbox"/>	<input type="checkbox"/>
6. BRUSH DOWN CONDENSER COILS – PHARMACY REFRIGERATORS & REFRIGERATION UNITS IN STORE.		<input type="checkbox"/>	<input type="checkbox"/>
7. VERIFY PROPER OPERATION OF REFRIGERATION UNITS WHILE ONSITE		<input type="checkbox"/>	<input type="checkbox"/>
8. ASSET TRACKING – COMPILE LIST OF ASSET INFORMATION ON ASSET TRACKING FORM. GATHER ALL RTU, AIR HANDLER, REFRIGERATORS, FREEZERS, WALK IN COOLERS, PHARMACY COOLERS, AND DIGITAL PHARMACY THERMOMETERS (TEMP ALERT DEVICES) . DOCUMENT THIS INFORMATION ON THE FILLABLE PDF ATTACHED TO PM DISPATCH.		<input type="checkbox"/>	<input type="checkbox"/>
- temp alert devices are in each refrigeration unit, in pharmacy and front of store. there is also a temperature device in the pharmacy centrally located within the drug bays.		<input type="checkbox"/>	<input type="checkbox"/>
- if there are any tasks you cannot complete, call your supervisor and document on the pm sheet.			

PLEASE NOTE ANY DEFICIENCIES FOUND ON PM.

MANAGER SIGNATURE: _____	DATE OF SIGNATURE _____	
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