

ASCEND/Save-A-Lot: HVAC & REFRIG PM

STORE#/LOCATION: _____ TECH: _____

LEAK CHECK ALL REF & HVAC SYSTEMS

Date Completed

Compressor Racks	_____
Air Handlers	_____
Condensers	_____
Walk in Boxes	_____
Cases and Sales Floor	_____
Roof top Equipment	_____
Tighten all roto locks on compressors	_____
Repair any leaks found & verify repair	_____
Note refrigerant levels	_____

RACK MAINTENANCE

Ensure all wiring is secure/no issues	_____
Check compressor controls (oil failure, high and lower pressure controls)	_____
Check oil level in compressor and reservoir. Adjust levels if needed.	_____
Acid test oil annually (Racks only Advise is positive)	_____
*ON ALL APPLICABLE RACK STORES, Replace oil filters, & DATE FILTER AFTER REPLACING	_____
Check Compressor contactors, replace as needed	_____
Verify phase loss monitors	_____
Verify operation of head cooling motors	_____
Check all Schrader caps, tighten or replace as necessary	_____
Verify compressor room ventilation	_____
Clean machine room and rack house, remove all trash and oil containers, wipe down rack	_____
Replace liquid line core drier *SHOULD BE DONE ANNUALLY*	_____

EMS MAINTENANCE

- Check alarm log for recurring alarms
- Verify suction set points and record (note floating Suction)
- Verify Defrost schedule
- Check temperature set points and verify that all systems are maintaining proper temps
- Look for excessive offsets in case temp probes
- Verify call out operation on alarms and locale alarm operation
- Test alarm and panel, lights and horn

AIR HANDLERS

- Change all filters as needed
- Check belts and adjust or replace as needed
- Lubricate bearings as needed
- Verify fan motor operation
- Verify amperage and record

ROOF TOP UNITS

- Replace all air filters as needed. ***If using a filter on-site, replace filters used! Any spares can be left on-site for future replacement***
- Verify operation of all Exhausts fans and make up MUA
- Visually inspect AC, verify operation of heat or cool.
- Record return and supply air temp
- Clean condensers coils as needed
- Leak check all units
- Replace belts as needed. ****LEAVE SPARE BELT ON-SITE FOR EACH UNIT****

WALK-IN UNITS

Check all evap motors, verify ops.

Clean coils as needed

Ensure **ALL** drains/drain pans are clear of ice & proper ops.

Check door gaskets and hardware

Verify operations of any/all fan controls and or switches

REMOTE CASES

Verify case temps

Fasten any loose trim pieces, report any missing trim pieces

Check proper air flow

Verify operation of thermometers

Investigate poor air flow

Check gaskets, hold opens, & torque rod closers in reach in doors

SELF CONTAINED CASES

Clean condenser coil

Check operation of condensation pan

Verify operation and proper temperatures

IN ADDITION TO THE ABOVE TASKS, PLEASE ENSURE THE FOLLOWING IS BEING COMPLETED FOR EACH SYSTEM, AT EACH LOCATION:

***ALL HVAC FILTERS/BELTS ARE BEING INSPECTED & CHANGED AS NEEDED WITH A SPARE BELT LEFT AT EACH UNIT & SPARE FILTERS LEFT ON-SITE**

*** IF COILS ARE IN NEED OF EXTENSIVE CHEMICAL CLEANINGS, PLEASE SUBMIT A POF FOR ANY CLEANER NEEDED ALONG WITH AN ESTIMATED TIME FOR LABOR NEEDED**

*** IF ANY ISSUES OR REPAIRS ARE FOUND THAT **NEED IMMEDIATE ATTENTION**, YOU MUST REACH OUT TO SCOTT OR JOE/TIM WITH ASCEND AND ADVISE OF FINDINGS. THIS INCLUDES **ANY REPAIRS THAT IF NOT ADDRESSED IMMEDIATELY WOULD CAUSE DAMAGE/HARM TO ANY COMPANY PRODUCT OR PROPERTY AND/OR EQUIPMENT.****

*** **MAKE, MODEL, & SERIAL NUMBERS** MUST BE INCLUDED ON THE ASSET FORM **FOR ALL UNITS** (HVAC & REF), **ALONG WITH ALL MOTORS & COMPRESSORS****

PLEASE DOCUMENT ALL REPAIRS FOUND IN NEED THAT ARE OUTSIDE THE SCOPE OF THE PM LIST PROVIDED:

****PLEASE NOTE: ANY ISSUES LISTED ARE TO BE REVIEWED AND APPROVED WITH YOUR MANAGER BEFORE YOU LEAVE THE STORE!!****
