



# Refrigeration PM Period 1 Winter and Leak Check (January, February, March)

Tasks	Completed without issue?	Notes
1. Log in through IVR with work order #.		
2. Check alarm system for alarms.		
3. Check condition of moisture indicator/sight glass in the sight glass if so equipped. Replace liquid line drier if there is indication of moisture.		
4. Check for unusual noise or vibration. Take corrective action as required		
5. Check and repair electrical connections.		
6. Check contactors and repair as necessary		
7. Tighten all nuts, bolts, caps, schrader valve/caps, and piping clamps. Replace as necessary.		
8. Check operation of all safety controls.		
9. Change oil filters on all equipment.		
10. Submit an oil sample for analysis. Enter separate proposal for replacement if analysis recommends changing.		
11. Clean compressor rack.		
12. Check system temperatures		
13. Check all cases for water leaks.		
14. Clean condensers on self-contained equipment (example: demo dual temp)		
15. Clean mechanical room.		
16. Change honeycombs on upright frozen.		
17. Confirm operation of auto dialer.		
18. Complete Leak Check and form supplied by Verisae		
19. Log out of IVR for PM.		

## Refrigeration PM Period 2 Spring and Leak Check (April, May, June)

Tasks	Completed without issue?	Notes
1. Log in through IVR with work order #.		
2. Check alarm system for alarms		
3. Check condition of moisture indicator/ sightglass in the sight glass if so equipped. Replace liquid line drier if there is indication of moisture.		
4. Check for unusual noise or vibration. Take corrective action as required		
5. Check and repair electrical connections.		
6. Check contactors and repair as necessary		
7. Tighten all nuts, bolts, caps, schrader valve/caps, and piping clamps. Replace as necessary.		
8. Wash out all air cooled condensers on roof.		
9. Check and replace belts on condensers.		
10. Check and replace belts on machine room exhaust fan. (if applicable)		
11. Check system temperatures.		
12. Check all cases for water leaks.		
13. Clean condensers on self-contained equipment (example: demo dual temp)		
14. Clean mechanical room.		
15. Change honeycombs on upright frozen.		
16. Confirm operation of auto dialer.		
17. Complete Leak Check and form supplied by Verisae		
18. Log out of IVR for PM.		
19. Record any refrigerant use in Verisae.		

## Refrigeration PM Period 3 Summer and Leak Check (July, August, September)

Tasks	Completed without issue?	Notes
1. Log in through IVR with work order #.		
2. Check alarm system for alarms.		
3. Check condition of moisture indicator/sightglass in the sight glass if so equipped. Replace liquid line drier if there is indication of moisture.		
4. Check for unusual noise or vibration. Take corrective action as required		
5. Check and repair electrical connections.		
6. Check contactors and repair as necessary		
7. Tighten all nuts, bolts, caps, schrader valve/caps, and piping clamps. Replace as necessary.		
8. Change oil filters on all equipment.		
9. Check system temperatures.		
10. Check all cases for water leaks.		
11. Clean all walk-in evaporator coils and change fan motors as needed.		
12. Clean all walk-in evaporator coil drains.		
13. Clean condensers on self-contained equipment (example: demo dual temp)		
14. Clean mechanical room.		
15. Change honeycombs on upright frozen.		
16. Confirm operation of auto dialer.		
17. Complete Leak Check and form supplied by Verisae		
18. Log out of IVR for PM.		
19. Record any refrigerant use in Verisae.		

## Refrigeration PM Period 4 Fall and Leak Check (October, November, December)

Tasks	Completed without issue?	Notes
1. Log in through IVR with work order #.		
2. Check alarm system for alarms.		
3. Check condition of moisture indicator/ sightglass in the sight glass if so equipped. Replace liquid line drier if there is indication of moisture.		
4. Check for unusual noise or vibration. Take corrective action as required		
5. Check and repair electrical connections.		
6. Check contactors and repair as necessary		
7. Tighten all nuts, bolts, caps, schrader valve/caps, and piping clamps. Replace as necessary.		
8. Check air flow in all cases.		
9. Check and record refrigerant levels.		
10. Check system temperatures.		
11. Clean all walk-in evaporator coil drains.		
12. Clean condensers on self-contained equipment (example: demo dual temp)		
13. Clean mechanical room.		
14. Change honeycombs on upright frozen.		
15. Confirm operation of auto dialer.		
16. Complete Leak Check and form supplied by Verisae		
17. Log out of IVR for PM.		
18. Record any refrigerant use in Verisae.		