

 **NORTHEAST MECHANICAL & ENERGY
MANAGEMENT SERVICES, INC.**

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PREVENTIVE MAINTENANCE CHECKLIST

AIR CONDITIONING, HEATING & VENTILATION

Equipment Description & Maintenance Checklist Items		OK	Needs Work
1	Date and change A/C & heating filters each month. Insure correct sizes and types are utilized.		
2	Check A/C condensers/evaporators and brush if needed. Lubricate motors, blowers, bearings, etc. as required.		
3	Check/adjust/repair belts, pulleys, motor mounts and assemblies. Replace belts if necessary, check for proper alignment. Inspect and adjust temperature safety and refrigerant controls.		
4	Check A/C electrical connections at fuse boxes, starters, etc. Insure tight connections. Service any loose components. Make sure they are properly mounted and secured.		
5	Check A/C refrigerant charges, add as needed. Check by temperature drop and/or sight glass. Insure against excessive rubbing and/or vibration. Check oil in compressors and replenish or change as necessary.		
6	Check A/C compressor crankcase heaters.		
7	Check heating system for correct operation. Insure auto ignitors operate properly. Record temperature rise through heating units in September. Supply Air Temperature _____ Return Air Temperature _____		
8	Insure that all electrical control covers, panels and equipment are in place and secured. Add any missing screws.		
9	Clean outside air filters and debris off roof.		
10	Check for proper thermostat operation. Insure heating and cooling does not operate at the same time. Insure thermostat and sensor calibration is correct. Check for proper programming of thermostat and proper battery charge.		
11	Check building balance. Should extreme positive and negative pressure be present, remedial steps should be determine and authorization obtained from Manager if repairs are needed.		
12	Clean condensate drain and treat with non-corrosive algacide.		

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COMMERCIAL REFRIGERATION, HEATING, AIR CONDITIONING & VENTILATION
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PREVENTIVE MAINTENANCE CHECKLIST

REFRIGERATION

	Equipment Description & Maintenance Checklist Items	OK	Needs Work
1	Service all refrigeration equipment. Clean condensers, lubricate motors, blowers, bearings, etc. Check refrigerant and oil levels. Check operating temperatures. Check equipment for operating problems such as excessive icing, high temperatures, short cycling, etc. Date and change filters monthly.	<input type="checkbox"/>	<input type="checkbox"/>
2	Service all refrigeration evaporators. Clean evaporators if necessary. Check to insure proper drainage. Blow out condensate lines on coils. Inspect drain line heaters and condensate evaporators as applies. Check/adjust defrost heaters and timers.	<input type="checkbox"/>	<input type="checkbox"/>
3	Insure that all electrical equipment, connections, control covers and panels are in place and secured. Replace missing screws. Secure loose parts. Tighten connections.	<input type="checkbox"/>	<input type="checkbox"/>
4	Check refrigeration equipment's product storage. Advise manager if foods or liquids are not properly sealed, or if they are restricting proper air flow in boxes. <i>NOTE: Improper sealed food and liquids can seriously deteriorate copper and aluminum evaporators.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Check for any unusual noises, vibrations, rubbing, etc. Check doors, gaskets, springs and rollers for proper operation and condition.	<input type="checkbox"/>	<input type="checkbox"/>