

HVAC Equipment Work Order	SUGGESTED PLANNED MAINTENANCE WORK ORDER	Unit Tag	AHU-1					
SAMPLE	TITLE:							
	BUILDING:			DATE:				
	FLOOR:			INITIALS:				
	ROOM NAME:			ROOM #:				
	MANUFACTURER:			YEAR INSTALLED:				
	MODEL:			SERIAL:				
	HP:			SIZE:				
	System Details:							
	<input checked="" type="checkbox"/> Central Air Handler-Admin.		<input type="checkbox"/>	<input type="checkbox"/> 120 V		<input type="checkbox"/>		
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> 208 V		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> 230 V		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> 460 V		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Single Phase		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> Three Phase		<input type="checkbox"/>			
Special Instructions			Technician Notes:					
1.) Turn Electrical Power at Outdoor Disconnect <input type="checkbox"/>								
2.) Make sure you have special tools & PPE <input checked="" type="checkbox"/>			Safety glasses, ear plugs, & gloves. Bring 8-foot ladder					
3.) Make sure you have correct filters <input checked="" type="checkbox"/>			(4) 24 by 24 MERV-13 filters					
4.) Make sure you have correct lubricants and cleaners <input checked="" type="checkbox"/>								
5.) Bring ATC for monitoring software & mobile App <input checked="" type="checkbox"/>								
6.) Lock-Out/Tag-Out Procedures and follow safety procedures identified in the manufacturer's manual <input checked="" type="checkbox"/>			Unit is in next room from unit starter					
7.) Attach manufacturer's maintenance checklist <input checked="" type="checkbox"/>								
8.) Notify person in charge you will be on the roof <input type="checkbox"/>			PPE safety harness					
Tasks			Frequency					
			HRS:MINS	W	M	Q	S	A
1.) Inspect wiring/components for loose connections; tighten, as required.			0:05				X	X
2.) Wipe coil surface and exterior surfaces including around unit			0:05				X	X
3.) Verify operation of heating and cooling modes via software			0:05				X	X
4.) Check network conductivity and branch circuit control operation			0:10				X	X
5.) Bacteria cleaning inside unit			0:05				X	X
6.) Inspect insulation on all pipes			0:05				X	X
7.) Check flares for refrigerant leaks			0:05				X	X
8.) Check remote controller and discharge temperature			0:10				X	X
9.) Check drain line clogging			0:05				X	X
10.) Replace filters (Fill in separate filter PM work order)			0:05				X	X
11.) Check for excess vibration and air leaks at unit & ductwork			0:10				X	X
12.) Fill out maintenance checklist and report deficiencies.			0:10				X	X
13.)								
Total Labor Hours/Period:			1:20				1:20	1:20
Total Labor Hours/Year:			2:40				1:20	1:20
Notes:								