

# HVAC PM Check list during the inspection.

**Spring PM:** Remove and replace air filters. Wash and split condenser coils as necessary. Wash evaporator coil & washable filters for economizers. Inspect & replace all blower belts for condition and tension. Inspect and clean blower assembly. Check condition of condensate pans and drain lines Clean as required. Inspect all electrical panels, electrical controls, disconnects and components, tighten all loose connections. Verify DDC controls are functioning properly, if applicable. Verify proper functioning of economizers, lubricate louvers when applicable. Clean strainers in water source systems, if applicable. Lubricate all required blower motors, fans and bearings. Verify thermostats are set to proper programming and operating properly. Verify thermostats are set and locked to proper program settings. Check complete cooling operation, suction & discharge pressures, super heat & sub-cooling, supply and return air delta "T", electrical components voltages and amperage. Verify operation of supply air fans/exhaust fans/booster fans. Clean all grills supply and return.

**Summer PM:** Remove and replace air filters. Inspect all blower belts for condition and tension. Inspect and clean blower assembly. Check condition of condensate pans and drain lines Clean as required. Inspect all electrical panels, electrical controls, disconnects and components, tighten all loose connections. Verify DDC controls are functioning properly, if applicable. Verify proper functioning of economizers, lubricate louvers when applicable. Clean strainers in water source systems, if applicable. Lubricate all required blower motors, fans and bearings. Verify thermostats are set to proper programming, operating properly and locked to proper program settings. Clean all grills supply and return.

**Fall PM:** Remove and replace air filters. Inspect all blower belts for condition and tension. Check condition of condensate pans and drain lines Clean as required. Inspect all electrical panels, electrical controls, disconnects and components, tighten all loose connections. Lubricate all required blower motors, fans and bearings. Verify thermostats are set to proper programming and operating properly. Verify proper functioning of economizers. Verify proper functioning of heating cycle combustion motor, pilot ignition and burner assembly. Vacuum and clean heat exchanger, burner compartment and applicable components. Clean all supply and return air grills.

**Winter PM:** Remove and replace air filters. Inspect all blower belts for condition and tension. Check condition of condensate pans and drain lines Clean as required. Inspect all electrical panels, electrical controls, disconnects and components, tighten all loose connections. Lubricate all required blower motors, fans and bearings. Verify thermostats are set to proper programming and operating properly. Verify proper functioning of economizers. Verify proper functioning of heating cycle combustion motor, pilot ignition and burner assembly. Vacuum and clean heat exchanger, burner compartment and applicable components. Clean all supply and return air grills.