

**LSU FACILITY SERVICES
PREVENTIVE MAINTENANCE PROGRAM**

DATE: _____

BUILDING NAME: _____

FACILITY SERVICES # _____ UNIT NAME: _____

**AIR HANDLER UNIT
Semi-Annual Maintenance Tasks**

OK	MADE REPAIR	REQ'S W.O.	
—	—	—	1. Check unit and record any unusual bearing noise, vibration, odor, corrosion, and structural damage.
—	—	—	2. Check and record AHU motor starter supply voltage L1 & L2 _____, L1 & L3 _____, & L3 & L2 _____.
—	—	—	3. Throw unit power disconnect switch to off position.
—	—	—	4. Tighten electrical connections, check for and repair damaged wiring on motor starter as needed.
—	—	—	5. Remove access panels and clean dirt buildup from blower wheel and check blower condition.
—	—	—	6. Inspect shaft and bearings for wear and tight fit.
—	—	—	7. Tighten blower and bearing set screws and lock collars.
—	—	—	8. Insure internal bearing lubrication feeder lines are connected and working.
—	—	—	9. Remove return air filters and clean evaporator coil as needed.
—	—	—	10. Clean and flush primary evaporator, drain pan and check for and report any corrosion.
—	—	—	11. Blow out condensate drain line with compressed air (NOT FREON!!) and inspect piping and slope to floor drain.
—	—	—	12. Remove all debris and water from secondary overflow pan if one is installed.

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| — | — | — | 13. | Install new filters. |
| — | — | — | 14. | Clean drive motor air vents with compressed air (NOT FREON!!). |
| — | — | — | 15. | Remove bottom motor plug (if not sealed bearings) and grease motor and shaft bearings accordingly. |
| — | — | — | 16. | Inspect motor and shaft pulleys for wear and alignment. |
| — | — | — | 17. | Inspect belt condition, replace or adjust tension as needed and insure that belt guard is in place and secure. |
| — | — | — | 18. | Tighten motor adjustment and mounting bolts as needed. |
| — | — | — | 19. | Check that filter doors and access panels are secure with no air leakage. |
| — | — | — | 20. | Clean dust and debris from air vents and louvers, lubricate automatic dampers and linkages. |
| — | — | — | 21. | Inspect all exposed duct work and report discrepancies. |
| — | — | — | 22. | Visually inspect return air firestat and clean as needed. |
| — | — | — | 23. | Throw unit power disconnect switch back to the on position. |
| — | — | — | 24. | Check and record AHU motor running amps. T1 _____, T2 T3 _____. |
| — | — | — | 25. | Record entering and discharge air temp. EA _____, DA _____. |
| — | — | — | 26. | Clean up and secure work area. |

Remarks: _____

Technician's Signature: _____

**LSU FACILITY SERVICES
PREVENTIVE MAINTENANCE PROGRAM**

DATE: _____

BUILDING NAME: _____

FACILITY SERVICES # _____ UNIT NAME: _____

**AIR HANDLER UNIT
Annual Maintenance Tasks**

OK	MADE REPAIR	REQ'S W.O.	
—	—	—	1. Check unit and record any unusual bearing noise, vibration, odor, corrosion, and structural damage.
—	—	—	2. Check and record AHU motor starter supply voltage L1 & L2 _____, L1 & L3 _____, & L3 & L2 _____.
—	—	—	3. Tighten electrical connections and repair damaged wiring on motor starter as needed.
—	—	—	4. Remove access panels and clean dirt buildup from blower wheel and check blower condition.
—	—	—	5. Inspect shaft and bearings for wear and tight fit.
—	—	—	6. Tighten blower and bearing set screws and lock collars as needed.
—	—	—	7. Insure internal bearing lubrication feeder lines are connected.
—	—	—	8. *Remove return air filters and clean evaporator coil as needed.
—	—	—	9. Clean and flush primary evaporator, drain pan and check for and report any corrosion.
—	—	—	10. Blow out condensate drain line with compressed air (NOT FREON!!) and inspect piping and slope to floor drain.
—	—	—	11. Remove all debris and water from secondary overflow pan if one is installed.
—	—	—	12. Install new filters.

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|---|---|---|-----|-----------------------------------------------------------------------------------------------------|
| — | — | — | 13. | Clean drive motor air vents with compressed air (NOT FREON!!). |
| — | — | — | 14. | *Remove bottom motor plug (if not sealed bearings) and grease motor and shaft bearings accordingly. |
| — | — | — | 15. | Inspect motor and shaft pulleys for wear & alignment. |
| — | — | — | 16. | *Inspect belt condition, replace or adjust tension as needed. |
| — | — | — | 17. | Tighten motor adjustment and mounting bolts as needed. |
| — | — | — | 18. | Check that filter doors and access panels are secure with no air leakage. |
| — | — | — | 19. | *Insure that the belt guard is in place and secure. |
| — | — | — | 10. | Check and record AHU motor running amps. T1 ____, T2 ____, T3 ____. |
| — | — | — | 21. | Clean dust and debris from air vents and louvers, lubricate automatic dampers and linkages. |
| — | — | — | 22. | Inspect all exposed duct work and report discrepancies. |
| — | — | — | 23. | Visually inspect return air firestat and clean as needed. |
| — | — | — | 24. | Record entering and discharge air temp. EA ____, DA ____. |
| — | — | — | 25. | Record entering water temperature _____, and leaving water temperature ____. |
| — | — | — | 26. | Clean up and secure work area. |

Remarks: _____

Technician's Signature: _____

**LSU FACILITY SERVICES
PREVENTIVE MAINTENANCE PROGRAM**

DATE: _____

BUILDING NAME: _____

FACILITY SERVICES # _____ **UNIT NAME:** _____

**AIR HANDLER UNIT
Quarterly Maintenance Tasks**

OK	MADE REPAIR	REQ'S W.O.	
—	—	—	1. Check unit and record any unusual bearing noise, vibration, odor, corrosion, and structural damage.
—	—	—	2. Throw unit power disconnect switch to off position.
—	—	—	3. Remove return air filters and install new filters.
—	—	—	4. Inspect belt condition, replace belt or adjust tension as needed, and insure that belt guard is in place and secure.
—	—	—	5. Tighten motor adjustments and mounting bolts as needed.
—	—	—	6. Check that filter doors and access panels are secure with no air leakage.
—	—	—	7. Throw disconnect switch back to the on position.
—	—	—	8. Clean up and secure work area.

Remarks: _____

Technician's Signature: _____