AC Unit Quarterly/Annual Preventative Maintenance

# References

## Authorization

## Training/Certification

## Equipment/Information

## Policies

## Related Procedures

# Security Considerations

|  |  |  |
| --- | --- | --- |
| CM informatioin | | |
| Site/Pod: | CM#: | |
| Technician: | Date: | |
| Start time: | End time: | |
| Equipment Information | | |
| Manufacturer: | | Model #: |
| Serial #: | AC Unit # | |

# Procedure

1. Record the following values:

* Temp: \_\_\_\_\_\_\_°F Temp setpoint: \_\_\_\_\_\_\_°F Temp sensitivity: \_\_\_\_\_\_\_°F
* Humidity: \_\_\_\_\_% RH Humidity setpoint: \_\_\_\_\_% RH Humidity sensitivity: \_\_\_\_\_%RH
* High Temp Alarm setpoint: \_\_\_\_\_\_\_°F Low Temp Alarm setpoint: \_\_\_\_\_\_\_°F
* High Humidity Alarm setpoint: \_\_\_\_\_\_\_%RH Low Humidity Alarm setpoint: \_\_\_\_\_\_\_%RH

1. Turn off the AC unit and install lockout/tagout device.
2. Tighten electrical connections.
3. Check contactor contact points.
4. Annual Only—Pressure wash condenser coil.
5. Annual Only—Chemically clean evaporator coil.
6. Change filters:

Size:\_\_\_\_\_\_\_\_\_\_\_ Qty:\_\_\_\_\_\_\_

Size:\_\_\_\_\_\_\_\_\_\_\_ Qty:\_\_\_\_\_\_\_

Size:\_\_\_\_\_\_\_\_\_\_\_ Qty:\_\_\_\_\_\_\_

1. Flush to ensure that condensate drain lines clear and free flowing.
2. If applicable, grease blower motor bearings per manufacturer’s instructions.
3. Check and tighten Blower Wheel Components.
4. Remove lockout/tagout and turn the AC unit back on.
5. Adjust temp setpoint 15°F below room temp to cycle compressors on.
6. Check to ensure compressors are cycled “On” and record the following values:

Compressor Amps:

Circuit A. L1\_\_\_\_\_\_ L2\_\_\_\_\_ L3\_\_\_\_\_ Voltage\_\_\_\_\_\_

Circuit B. L1\_\_\_\_\_\_ L2\_\_\_\_\_\_ L3\_\_\_\_\_\_ Voltage\_\_\_\_\_\_

Compressor Pressure:

Circuit A. Suction\_\_\_\_\_\_\_\_\_ Discharge\_\_\_\_\_\_\_

Circuit B. Suction\_\_\_\_\_\_\_\_\_ Discharge\_\_\_\_\_\_\_

Superheat Temperature:

Circuit A\_\_\_\_\_\_\_\_

Circuit B\_\_\_\_\_\_\_\_

Subcooling Temperature:

Circuit A\_\_\_\_\_\_\_\_

Circuit B\_\_\_\_\_\_\_\_\_

Return air temp: \_\_\_\_\_\_\_°F Supply air temp: \_\_\_\_\_\_\_°F Evaporator Δ T: \_\_\_\_\_\_\_°F

1. Check Blower Motor Frequency Drive operation.
2. Record blower motor amps:

1) L1\_\_\_\_\_\_\_ L2\_\_\_\_\_\_\_ L3\_\_\_\_\_\_\_ Voltage\_\_\_\_\_\_\_\_

2) L1\_\_\_\_\_\_\_ L2\_\_\_\_\_\_\_ L3\_\_\_\_\_\_\_ Voltage\_\_\_\_\_\_\_\_

3) L1\_\_\_\_\_\_\_ L2\_\_\_\_\_\_\_ L3\_\_\_\_\_\_\_ Voltage\_\_\_\_\_\_\_\_

4) L1\_\_\_\_\_\_\_ L2\_\_\_\_\_\_\_ L3\_\_\_\_\_\_\_ Voltage\_\_\_\_\_\_\_\_

5) L1\_\_\_\_\_\_\_ L2\_\_\_\_\_\_\_ L3\_\_\_\_\_\_\_ Voltage\_\_\_\_\_\_\_\_

6) L1\_\_\_\_\_\_\_ L2\_\_\_\_\_\_\_ L3\_\_\_\_\_\_\_ Voltage\_\_\_\_\_\_\_\_

1. Make sure the air proving switch is operational.
2. Make sure condensate pump is operational.
3. Return temperature set point to normal.

Corrective actions recommended or taken:

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## Document Properties

|  |  |
| --- | --- |
| **Property** | **Value** |
| Site Code | DCA |
| Filename | dca\_dceo\_pm\_air-conditioning |
| Title | AC Unit Quarterly/Annual Preventative Maintenance |
| Version number/Date version published | Draft |
| Doc Type | PM |
| Zone | Region |
| Technical Owner | swilleye@ |
| Technical Writer | beelliot@ |
| Affected Equipment | Air Conditioning units |
| Sensitivity rating | Amazon Confidential |
| Origin | Commercial version |
| URL | TBD |
| Physical location | TBD |
| Audience | EOT |
| Renewal date | 1/1/15 |

## Status

|  |  |  |
| --- | --- | --- |
| **Status** | **Date mm/dd/yy** | **Approver/Reviewer Name** |
| Original filed |  | NA |
| Writer sent to SME for review |  | NA |
| SME sent to Writer |  | NA |
| Writer sent to SME for approval |  | NA |
| SME approved |  |  |
| Writer copy edited |  | NA |
| Site Manager approved |  |  |
| Regional Manager approved |  |  |
| Writer published |  | NA |