SERVICE REPORT PREVENTIVE MAINTENANCE
PRECISION AIR CONDITIONING (PAC)
PT. HM SAMPOERNA SUKOREJO PLANT

FORM NO.

Tipe Form PM04

Lokasi :	Model Unit :	Team Engineer List :	Date :
Code unit :	No. Seri :		Start PM :
Nomor Unit :	Periode :		Close PM :

CHECKLIST TEAM BRIEFING

INTENSIVE SAFETY BRIEFING TEAM ? OK ? NOT OK

A Filter Section

Item Checked	Spec. Range / Cond. Std.	Actual Checked	Item Checked	Spec. Range	Actual Checked
1. Check/Replace filters	Clean or Dirty		**5. Clean condensate pan**	Clean or Dirty	
2. Grille area unrestricted	OK / Not OK		**6. Clean trap in condensate drain**	Clean or Dirty	
3. Wipe section clean	Clean or Dirty		**7. Check/Test filter- clog switch operation**	Ok or No	
4. Coil clean	Clean or Dirty				

B Blower Section

Item Checked	Spec. Range / Cond. Std.	Blower 1		Blower 2		Blower 3		Keterangan
		Before	After	Before	After	Before	After	
1. Mounting bolts tight	Ok or No							
2. Fan-guard bolts tight	Ok or No							
3. Impeller spins freely	Ok or No							
4. Check/Test air sail switch	Ok or No							
5. Motor amp draw	FLA L1 =..... A	**L1**	**L1**	**L1**	**L1**	**L1**	**L1**	
• Compare to nameplate amps	FLA L2 =..... A	**L2**	**L2**	**L2**	**L2**	**L2**	**L2**	
	FLA L3 =..... A	**L3**	**L3**	**L3**	**L3**	**L3**	**L3**	
6. Check belt tension and condition	Ok or No							
7. Check sheave/pulley	Ok or No							

C Reheat

Item Checked	Spec. Range / Cond. Std.	Heater 1		Heater 2		Heater 3		Keterangan
		Before	After	Before	After	Before	After	
1. Reheat amp draw	FLA =..... A							
2. Check Heater Resistance	18-22 ohm							
3. Inspect elements	Ok or No							
4. Check wire connections	Ok or No							

D	Steam Generating Humidifier					
	Item Checked	Spec. Range	Actual Checked	Item Checked	Spec. Range	Actual Checked
	1. Humidifier amp draw	…..... A		4. Check condition of steam hose	Ok or No	
	2. Check drain valve/drain lines/trap for damage/clogs/leaks	Ok or No		5. Clean strainer	Ok or No	
	3. Check water fill valve and all supply lines/connection for leaks	Ok or No		6. Check humidifier bottle (Boiler tank)	Ok or No	
				7. Check operation of humidifier	Ok or No	

E	Electrical Panel				
	Item Checked	Spec. Range / Cond. Std.	Actual Checked		Keterangan
			Before	After	
	1. Check fuses	Ok or No			
	2. Check contactors for pitting (Replace if pitted)	Ok or No			
	3. Check/Re-torque wire connections	Ok or No			

E	Electrical Panel				
	Item Checked	Spec. Range / Cond. Std.	Actual Checked		Keterangan
			Before	After	
	4. Voltage Line to Neutral Ground	220 + 10%	L1/L2/L3 =..... V	L1/L2/L3 =..... V	
	5. Voltage Line to Line	380 + 10%	L1L2/L2L3/L1L3 =..... V	L1L2/L2L3/L1L3 =..... V	
	6. Frequency	50 + 10%	F =..... Hz	F =..... Hz	

F	Controls					
	Item Checked	Spec. Range / Cond. Std.	Actual Checked	Item Checked	Spec. Range	Actual Checked
	1. Check/Verify control operation	Ok or No		3. Check/Test water-detection device	Ok or No	
	2. Check/Test changeover device	Ok or No		4. Check/Test CAN connection between indoor and outdoor units	Ok or No	

G	Refrigeration Piping					
	Item Checked	Spec. Range	Actual Checked	Item Checked	Spec. Range	Actual Checked
	1. Check refrigerant lines (clamps secure/no rubbing/no leaks)	Ok or No		3. Check for restriction temperature drop across filter drier	Ok or No	
	2. Check for moisture (sight glass)	Ok or No				

H	Compressor Section

Item Checked	Spec. Range / Cond. Std.	Comp. 1		Comp. 2		Comp. 3		Keterangan
		Before	After	Before	After	Before	After	
1. Ampere draw	OA…..... A							
2. Check oil level	55 - 90 PsiG							
3. Check for oil leaks	200 - 300 PsiG							
4. Check compressor mounts (springs/bushings)	Ok or No							
5. Cap tubes (not rubbing)	Ok or No							
6. Check/Re-torque wire connections (inside compressor box)	Ok or No							
7. Compressor operation (vibration/noise)	…..... Hz …..... dB							
8. Check crank-case heater fuses/operation	Ok or No							
9. Check for refrigerant leaks	Ok or No							
10. Suction pressure Circuit	55 - 90 PsiG							
11. Discharge Pressure Circuit	200 - 300 PsiG							
12. Superheat Circuit	…..... ?C							
13. Low-pressure switch cut out Circuit	Ok or No							
14. Low pressure cut in Circuit	Ok or No							
15. High pressure cut out Circuit	Ok or No							
16. Sight Glass	Ok or No							

I	Condensor Section				
	Item Checked	Spec. Range	Before	After	Keterangan
	1. Coil clean of debris (Clean coil if required)	Clean or Dirty			
	2. Fans free of debris	Clean or Dirty			
	3. Fans securely mounted				
	4. Motor bearings in good condition				

	5. Check all refrigerant lines for vibration isolation. Support as necessary	Ok or No			
	6. Check for refrigerant leaks	Ok or No			
	7. Check surge-protection device (if installed) status-indicator lights	Ok or No			
	8. Check/Re-torque wire connections	Ok or No			
	9. Check contactors for pitting (replace if pitted)	Ok or No			
	10. Verify operation sequence/set points				
	11. Charge verification:				
	a. Outdoor Ambient Temperature				
	b. Subcooling				
	c. Indoor-unit Return-air Temperature				
	d. Sight-glass level (if Lee-Temp or pumped refrigerant)				
	12. Motor amp draw	FLA = ……. A	L1/L2/L3 = ... Amp	L1/L2/L3 = ... Amp	

J General Function

	Item Checked	Spec. Range	Actual Checked	Item Checked	Spec. Range	Actual Checked
	1. Cooling Test	Ok or No		**4. Dehumidification Test**	Ok or No	
	2. Heating Test	Ok or No		**5. Alarm Test**	Ok or No	
	3. Humidification Test	Ok or No				

K Room Condition

	Item Checked	Spec. Range	Actual Checked	Item Checked	Spec. Range	Actual Checked
	1. Temperature	..... ?C		**2. Humidity**	…….. %	

NOTES

Temuan :

Rekomendasi :

RESUME

JOB COMPLETED ? ? YES	? NO, please check on NOTES	RUNNING HOURS :

APPROVAL SIGNING		
Approved by	**Verified By**	**Service By**
ISS,	Supervisor,	Team Leader/Staf,
(_____)	(_____)	(_____)
No. HP.	No. HP.	No. HP.

Keterangan : Lembar 1 untuk Teknisi; Lembar 2 untuk User; Lembar 3 Arsip Kantor