

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

|              |              |                      |            |
|--------------|--------------|----------------------|------------|
| 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

?

| A | Filter Section  |                          |                |       |   |                |          |       |
|---|---|--------------------------|----------------|-------|---|----------------|----------|-------|
|   | Item Checked  | Spec. Range / Cond. Std. | Actual Checked |       | Item Checked                                | Spec. Range    | Actual   |       |
|   | 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 |       |
|   |   |                          | 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<br>• Compare to nameplate amps                    | FLA L1 =..... A          | L1             | L1    | L1  | L1             | L1       | L1    |
|   |   | 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 |       |
|   |   |                          | 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    |          |       |
|   | 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 |       |
|--|---|--------------------------|----------------|-------|
|  |   |                          | 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 /<br>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 /<br>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 /<br>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<br>..... 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**

|                              |                                    |                        |
|------------------------------|------------------------------------|------------------------|
| <b>JOB COMPLETED ? ? YES</b> | <b>? NO, please check on NOTES</b> | <b>RUNNING HOURS :</b> |
|------------------------------|------------------------------------|------------------------|

**APPROVAL SIGNING**

|                            |                                   |  |
|----------------------------|-----------------------------------|--|
| <b>Approved by</b><br>ISS, | <b>Verified By</b><br>Supervisor, | <b>Service By</b><br>Team Leader/Staf, |
| ( )<br>No. HP.             | ( )<br>No. HP.                    | ( )<br>No. HP.                         |

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