

Daily Preventative Maintenance Checklist

Mod	lel Number: Serial Number:	
Com	pany Performing Service:	
Tech	nician Service:	
Phon	ne Number:	
Emai	il Address:	
** -	This Checklist is intended to be completed in accordance with the Preventative Maintenance Shedul	e in the
	Installation Operation and Maintenance (IoM) Manual**	
	Daily Task List	Check
1	Are alarms present on unit controllers? Circle: Yes No	
2	List all alarms in Alarms Section Below	
3	Listen for abnormal vibrations rattles, or sounds	
4	Check hydronics system pressure guages for adequate supply pressure	
5	Visually inspect around chiller unit for signs of fluid or oil leakage	
6	List and explain discrepancies in the Comments Section below	
Ala	larm List:	
Co	omments:	
Com	npleted By: Date:	



Monthly Preventative Maintenance Checklist

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	el Number: Serial Number:	
	pany Performing Service:	
	nician Service: ne Number:	
	il Address:	
	ii Address: This Checklist is intended to be completed in accordance with the Preventative Maintenance Shedu	le in the
	Installation Operation and Maintenance (IoM) Manual**	ie in the
	installation operation and maintenance (low) mandar	
	Monthly Task List	Check
1	Are alarms present on unit controllers? Circle: Yes No	
2	List all alarms in Alarms Section Below	
3	Listen for abnormal vibrations rattles, or sounds	
4	Check hydronics system pressure guages for adequate supply pressure	
5	Visually inspect around chiller unit for signs of fluid or oil leakage	
7	Visually inspect condenser coils oil, or signs of refrigerant leakage	
8	Inspect refrigerant piping and components for oil or signs of leakage	
9	Check hydronic system piping for any signs of leaks	
10	Chek that the condenser fans are operating properly	
11	Throughly blow out condenser coils with compressed air	
12	On open type hydronic systems check for proper glycol/water levels	
13	On closed type hydronic systems check that the static hydronic pressure is above 12psig	
14	Verify the chiller is meeting temperature setpoint and maintaining thermal load	
15	List and explain discrepancies in the Comments Section below	
Ala	arm List:	
Co	mments:	
Carr	nolated By:	
com	ppleted By: Date:	



Quarterly Preventative Maintenance Checklist

Model Number:	Serial Number:	
Company Performing Service:		
Technician Service:		
Phone Number:		
Email Address:		

^{**} This Checklist is intended to be completed in accordance with the Preventative Maintenance Shedule in the Installation Operation and Maintenance (IoM) Manual**

	Quarterly Task List	
Section	on 1 General	Check
1	Are alarms present on unit controllers? Circle: Yes No	
2	List all alarms in Alarms Section Below	
3	Inspect unit for loose or missing hardware (I.e, door hinges, screws, fasteners)	
4	Clean out control and high voltage panels	
5	Clean out all debris from in and around the chiller	
6	Note any discrepancies or observations in Comments Section below	
Section	on 2 Hydronics	Check
1	Check and record hydronic pressure, record on Data Sheet	
2	For open hydronic systems check tank level, record on Data Sheet	
3	For closed hydronic systems check static pressure, record on Data Sheet	
4	Inspect hydronic plumbing and components for leaks	
5	Pull and clean all wye strainers	
6	Check glycol/water mixture and record on Data Sheet	
7	Measure line voltages of all hydronic pumps, record on Data Sheet	
8	Measure amperage draw of all hydronic pumps, record on Data Sheet	
9	Top off hydronic system with proper water/glycol mix(As necessary)	
10	Note any discrepancies or observations in Comments Section below	
Section	on 3 Refrigeration	Check
1	Visually inspect refrigeration components for signs of oil, refrigerant leaks	
2	Check oil level in each compressor, and ensure oil is returning during operation	
3	Clean condenser coils with aluminum microchannel safe condenser cleaner	
4	Record suction and discharge pressures for each refrigeration circuit on Data Sheet	
5	Record EEV position for each refrigeration circuit under load on Data Sheet(As Appicable)	
6	Measure line voltage of each compressor, record on Data Sheet	
7	Measure amperage draw of each compressor, record on Data Sheet	
8	Check for proper function of each condenser fan	
9	Measure line voltage for each condenser fan, record on Data Sheet	
10	Measure Amperage draw of each condenser fan, record on Data Sheet	
11	Note any discrepancies or observations in Comments Section below	
	on 4 Final	Check
1	Close up, or reinstall all doors and access panels	
2	Verify chiller is meeting setpoint and maintaining thermal loads	
3	Note any discrepancies or observations in Comments Section below	



Quarterly Maintenance Data Sheet

		Hydronic Hydronic		
1	Operating Hydronic Pressure	Psig		
2	Open System Hydronic Tank Level	%		
3	Closed System Static Hydronic Pressure	Psig		
4	Water/Glycol Mixture Ratio	%		
5	Pump 1 Line Voltage	Vac	Vac	Vac
6	Pump 1 Amp Draw	Amps	Amps	Amps
7	Pump 2 Line Voltage	Vac	Vac	Vac
8	Pump 2 Amp Draw	Amps	Amps	Amps
9	Pump 3 Line Voltage	Vac	Vac	Vac
10	Pump 3 Amp Draw	Amps	Amps	Amps
11	Pump 4 Line Voltage	Vac	Vac	Vac
12	Pump 4 Amp Draw	Amps	Amps	Amps
		Refrigeration		
1	Circuit 1 Suction Pressure	Psig Circuit 1 Discharge Pre		Psig
2	Circuit 2 Suction Pressure	Psig Circuit 2 Discharge Pre		Psig
3	Circuit 3 Suction Pressure	Psig Circuit 3 Discharge Pre		Psig
4	Circuit 4 Suction Pressure	Psig Circuit 4 Discharge Pre	essure	Psig
5	Circuit 1 EEV Position	% Circuit 2 EEV Position		%
6	Circuit 3 EEV Position	% Circuit 4 EEV Position		%
7	Compressor 1 Line Voltage	Vac	Vac	Vac
8	Compressor 1 Amp Draw	Amps	Amps	Amps
9	Compressor 2 Line Voltage	Vac	Vac	Vac
10	Compressor 2 Amp Draw	Amps	Amps	Amps
11	Compressor 3 Line Voltage	Vac	Vac	Vac
12	Compressor 3 Amp Draw	Amps	Amps	Amps
13	Compressor 4 Line Voltage	Vac	Vac	Vac
14	Compressor 4 Amp Draw	Amps	Amps	Amps
15	Condenser Fan 1 Line Voltage	Vac	Vac	Vac
16	Condenser Fan 1 Amp Draw	Amps	Amps	Amps
17	Condenser Fan 2 Line Voltage	Vac	Vac	Vac
18	Condenser Fan 2 Amp Draw	Amps	Amps	Amps
19	Condenser Fan 3 Line Voltage	Vac	Vac	Vac
20	Condenser Fan 3 Amp Draw	Amps	Amps	Amps
21	Condenser Fan 4 Line Voltage	Vac	Vac	Vac
22	Condenser Fan 4 Amp Draw	Amps	Amps	Amps



Alarm List:	
Comments:	
Completed By:	Date:



Annual Preventative Maintenance Checklist

Model Number:	Serial Number:
Company Performing Service:	
Technician Service:	
Phone Number:	
Email Address:	

	Annual Task List	
Secti	ion 1 General	Check
1	Are alarms present on unit controllers? Circle: Yes No	
2	List all alarms in Alarms Section Below	
3	Inspect unit for loose or missing hardware (I.e, door hinges, screws, fasteners)	
4	Clean out control and high voltage panels	
5	Clean out all debris from in and around the chiller	
6	Note any discrepancies or observations in Comments Section below	
Secti	ion 2 Electrical	Check
1	Inspect unit wiring for break, loose connections, and frayed wires	
2	Inspect electrial contactors for signs of wear(I.e chattering/pitting or arcing)	
3	Re torque all high voltage connections to proper component torque	
4	Re torque all Low voltage connections to proper component torque	
Secti	ion 2 Hydronics	Check
1	Check and record hydronic pressure, record on Data Sheet	
2	For open hydronic systems check tank level, record on Data Sheet	
3	For closed hydronic systems check static pressure, record on Data Sheet	
4	Inspect hydronic plumbing and components for leaks	
5	Pull and clean all wye strainers	
6	Check glycol/water mixture and record on Data Sheet	
7	Measure line voltages of all hydronic pumps, record on Data Sheet	
8	Measure amperage draw of all hydronic pumps, record on Data Sheet	
9	Top off hydronic system with proper water/glycol mix(As necessary)	
10	Note any discrepancies or observations in Comments Section below	

^{**} This Checklist is intended to be completed in accordance with the Preventative Maintenance Shedule in the Installation Operation and Maintenance (IoM) Manual**



Secti	on 3 Refrigeration	Check
1	Visually inspect refrigeration components for signs of oil, refrigerant leaks	
2	Check oil level in each compressor, and ensure oil is returning during operation	
3	Clean condenser coils with aluminum microchannel safe condenser cleaner	
4	Record suction and discharge pressures for each refrigeration circuit on Data Sheet	
5	Record EEV position for each refrigeration circuit under load on Data Sheet(As Appicable)	
6	Measure line voltage of each compressor, record on Data Sheet	
7	Measure amperage draw of each compressor, record on Data Sheet	
8	Check for proper function of each condenser fan	
9	Measure line voltage for each condenser fan, record on Data Sheet	
10	Analize oil from each compressor for acid. Using industry standard test proceedures	
11	Measure Amperage draw of each condenser fan, record on Data Sheet	
12	Make and record any refrigeration charge changes as required	
13	Note any discrepancies or observations in Comments Section below	
Secti	on 4 Final	Check
1	Close up, or reinstall all doors and access panels	
2	Verify chiller is meeting setpoint and maintaining thermal loads	
3	Note any discrepancies or observations in Comments Section below	
Ala	arm List:	
Co	mments:	
Com	pleted By: Date:	



Annual Maintenance Data Sheet

2 Op 3 C 4 Wa 5 Pu 6 Pu 7 Pu 8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	coerating Hydronic Pressure coen System Hydronic Tank Level Closed System Static Hydronic Pressure cater/Glycol Mixture Ratio cump 1 Line Voltage cump 1 Amp Draw cump 2 Line Voltage cump 2 Amp Draw cump 3 Line Voltage cump 3 Amp Draw cump 4 Line Voltage cump 4 Suction Pressure cruit 1 Suction Pressure cruit 3 Suction Pressure cruit 3 Suction Pressure	Psig % Psig % Vac Amps Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Vac Amps Vac Amps Vac Amps Vac Amps	Vac Amps Vac Amps Vac Amps Vac Amps
3 C 4 Wi 5 Pu 6 Pu 7 Pu 8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	Closed System Static Hydronic Pressure Pater/Glycol Mixture Ratio Pater/Gly	Psig % Vac Amps Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps Vac Amps Vac Amps Vac Amps Vac Amps	Amps Vac Amps Vac Amps Vac
4 Wa 5 Pu 6 Pu 7 Pu 8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 11 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co 13 Co	rater/Glycol Mixture Ratio rump 1 Line Voltage rump 1 Amp Draw rump 2 Line Voltage rump 2 Amp Draw rump 3 Line Voltage rump 3 Amp Draw rump 4 Line Voltage rump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	% Vac Amps Vac Amps Vac Amps Vac Amps Vac Amps Vac Amps Page Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps Vac Amps Vac Amps Vac Amps Vac Amps	Amps Vac Amps Vac Amps Vac
5 Pu 6 Pu 7 Pu 8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 1 Line Voltage ump 1 Amp Draw ump 2 Line Voltage ump 2 Amp Draw ump 3 Line Voltage ump 3 Amp Draw ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Vac Amps Vac Amps Vac Amps Vac Amps Vac Amps Vac Amps Page Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps Vac Amps Vac Amps Vac Amps Vac Amps	Amps Vac Amps Vac Amps Vac
6 Pu 7 Pu 8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 1 Amp Draw ump 2 Line Voltage ump 2 Amp Draw ump 3 Line Voltage ump 3 Amp Draw ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Amps Vac Amps Vac Amps Vac Amps Vac Amps Page Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps Vac Amps Vac Amps Vac Amps Vac Amps	Amps Vac Amps Vac Amps Vac
7 Pu 8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 2 Line Voltage ump 2 Amp Draw ump 3 Line Voltage ump 3 Amp Draw ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Vac Amps Vac Amps Vac Amps Vac Amps Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Vac Amps Vac Amps Vac Amps	Vac Amps Vac Amps Vac
8 Pu 9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 2 Amp Draw ump 3 Line Voltage ump 3 Amp Draw ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Amps Vac Amps Vac Amps Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps Vac Amps Vac Amps	Amps Vac Amps Vac
9 Pu 10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 3 Line Voltage ump 3 Amp Draw ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Vac Amps Vac Amps Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Vac Amps Vac Amps	Vac Amps Vac
10 Pu 11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 3 Amp Draw ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Amps Vac Amps Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps Vac Amps	Amps Vac
11 Pu 12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	ump 4 Line Voltage ump 4 Amp Draw rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Vac Amps Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Vac Amps	Vac
12 Pu 1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Amps Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	Amps	
1 Cir 2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 1 Suction Pressure rcuit 2 Suction Pressure	Refrigeration Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	•	Amps
2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 2 Suction Pressure	Psig Circuit 1 Discharge Pre Psig Circuit 2 Discharge Pre	essure	
2 Cir 3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 2 Suction Pressure	Psig Circuit 2 Discharge Pre	essure	
3 Cir 4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co			· · · -	Psig
4 Cir 5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 3 Suction Pressure		essure	Psig
5 Cir 6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co		Psig Circuit 3 Discharge Pre	essure	Psig
6 Cir 7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 4 Suction Pressure	Psig Circuit 4 Discharge Pre	essure	Psig
7 Co 8 Co 9 Co 10 Co 11 Co 12 Co 13 Co	rcuit 1 EEV Position	% Circuit 2 EEV Position		%
8 Co9 Co10 Co11 Co12 Co13 Co	rcuit 3 EEV Position	% Circuit 4 EEV Position		%
9 Co 10 Co 11 Co 12 Co 13 Co	ompressor 1 Line Voltage	Vac	Vac	Vac
10 Co11 Co12 Co13 Co	ompressor 1 Amp Draw	Amps	Amps	Amps
11 Co 12 Co 13 Co	ompressor 2 Line Voltage	Vac	Vac	Vac
12 Co 13 Co	ompressor 2 Amp Draw	Amps	Amps	Amps
13 Co	ompressor 3 Line Voltage	Vac	Vac	Vac
	ompressor 3 Amp Draw	Amps	Amps	Amps
	ompressor 4 Line Voltage	Vac	Vac	Vac
14 Co	ompressor 4 Amp Draw	Amps	Amps	Amps
15 Co	ondenser Fan 1 Line Voltage	Vac	Vac	Vac
16 Co	ondenser Fan 1 Amp Draw	Amps	Amps	Amps
17 Co	ondenser Fan 2 Line Voltage	Vac	Vac	Vac
	ondenser Fan 2 Amp Draw	Amps	Amps	Amps
	ondenser Fan 3 Line Voltage	Vac	Vac	Vac
	ondenser Fan 3 Amp Draw	Amps	Amps	Amps
	ondenser Fan 4 Line Voltage	Vac	Vac	Vac
22 Co	ondenser Fan 4 Amp Draw	Amps	Amps	Amps