

RTU - Rooftop AC Units PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel. If such personnel are not available, the actions recommended here should not be initiated. Frequencies indicated are based on a comparison of intervals from various industry sources and are provided solely for planning purposes.

Task ID	Task Name	Task Text	Frequency	Daily	Weekly	Monthly	Quarterly	SA	Annually	3 Years	Seasonal Startup	Seasonal Shutdown
RTU-001	Overall Inspection Monthly	Inspect entire unit for unusual noise and/or vibration, ensure that it is in good working order. Make sure all panels are fastened securely in place.	Monthly			X						
RTU-002	Log Observations/Deficiencies	Following inspection, record observations and deficiencies, if any. Consultation with facilities management regarding any concerns, problems, etc.	Monthly			X						
RTU-003	Filters/Screens	Inspect air filters and inlet screens. Clean or replace filters at the start of each cooling and heating season, at a minimum.	Quarterly				X					
RTU-004	Fan/Housing/Motor	Inspect fan, housing and motor. Make sure fans are properly centered in their housing. Check blades for excessive rusting and for chips, cracks and dirt buildup that cause noise and vibration. If motor bearings are not permanently lubricated, lubricate them per manufacturer's specification. Ultrasonic equipment affords a reliable way to know when the grease reaches the bearing.	Quarterly				X					
RTU-005	Belts	Inspect belts for wear, proper tension and pulley alignment. Fan belts are a regular wear and tear item and should be replaced annually.	Quarterly				X					
RTU-006												
RTU-007	view additional PM Checklists -											
RTU-008	Preventive Maintenance for Major											
RTU-009	Equipment, HVAC, and Building											
RTU-010	Maintenance on our website.											
RTU-011												
RTU-012												
RTU-013												
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