



# Saguaro Mechanical Services

Commercial HVAC & Refrigeration · Phoenix, AZ · (602) 555-0142 ·  
service@saguaromech.example  
AZ ROC #000000 (sample) · Fictional company for demonstration

## Preventive Maintenance Report

Job **SMS-26-04817** · Work order PM-Q2  
Tue, June 16, 2026 · 11:05 AM – 1:22 PM MST

✓ COMPLETED

SAMPLE

| CUSTOMER                                                                                                 | SITE                                                                                                           | EQUIPMENT                                                                                                                      | TECHNICIAN                                                                                          |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Cholla Street Kitchen</b><br>Attn: Dana Whitfield, GM<br>(602) 555-0187<br>dana@chollakitchen.example | <b>Desert Bloom Plaza #104</b><br>2150 E Ocotillo Plaza Dr<br>Phoenix, AZ 85016<br>Roof access via rear ladder | <b>RTU-2 · Dining room</b><br>Mesa Aire MA-RTU120G<br>S/N MA2219K08734<br>10-ton gas/elec · R-410A<br>460V/3Ø · installed 2019 | <b>Marco Delgado</b><br>Senior Service Tech · #T-07<br>EPA 608 Universal<br>Agreement: Quarterly PM |

### 1 Visit summary

Quarterly preventive maintenance completed on RTU-2. Unit is **cooling normally** at 108°F outdoor ambient with a **20.4°F** temperature split. Return filters and the blower belt were replaced, and the condenser coil was washed (head pressure dropped about 34 psi afterward). **One item needs attention soon:** the condenser fan motor #2 run capacitor tested 12% below rating and should be replaced before peak summer load.

10 / 13

Checked items OK or fixed on site

20.4 °F

Supply/return ΔT (target 18–22)

3

Recommendations · 1 high priority

6

Photos attached (before / after)

### 2 Preventive maintenance checklist

Pass · Fixed on site · Attention · N/A

| Item                                      | Result | Technician comment                                                             |
|-------------------------------------------|--------|--------------------------------------------------------------------------------|
| <b>AIRFLOW</b>                            |        |                                                                                |
| Air filters                               | FIXED  | 4 × 20×25×2 MERV 8 heavily loaded; replaced.                                   |
| Blower belt & pulleys                     | FIXED  | Belt glazed with edge cracking; replaced (A42) and tensioned. Pulleys aligned. |
| Blower wheel & motor bearings             | PASS   | Clean, no play or bearing noise.                                               |
| Evaporator coil                           | ATTN   | Light-moderate dust on entering face. See recommendation #2.                   |
| <b>CONDENSING SECTION</b>                 |        |                                                                                |
| Condenser coil                            | FIXED  | Cottonwood/dust matting on ~40% of face. Cleaned with coil cleaner, rinsed.    |
| Condenser fan motors & blades             | PASS   | Both motors run quiet, blades secure, amps in range.                           |
| Condensate drain, pan & trap              | PASS   | Flushed line, cleared trap, pan tablet added. Draining freely.                 |
| <b>ELECTRICAL, CONTROLS &amp; HEATING</b> |        |                                                                                |
| Electrical connections                    | PASS   | Torqued lugs at disconnect and contactor. No discoloration.                    |
| Compressor contactors                     | PASS   | Light pitting on C1 contacts, within tolerance. Recheck next PM.               |
| Run capacitors                            | ATTN   | CFM-2 capacitor 4.4 μF vs 5.0 μF rated (–12%). See recommendation #1.          |
| Refrigerant charge check                  | PASS   | Superheat and subcooling in range. No oil spots or leak indications.           |
| Thermostat & sensors                      | PASS   | Calibrated within 1°F. Schedule verified with GM.                              |
| Economizer & actuator                     | ATTN   | Actuator slow to stroke (~95 s). Damper linkage OK. See recommendation #3.     |
| Gas heat inspection                       | N/A    | Deferred to fall heating PM per agreement.                                     |

### 3 Equipment readings

Taken 12:40 PM MST after coil cleaning · Outdoor ambient 108°F

| Measurement                            | Reading             | Reference / target  | Status | Note                      |
|----------------------------------------|---------------------|---------------------|--------|---------------------------|
| <b>AIR SIDE</b>                        |                     |                     |        |                           |
| Return air temperature                 | 76.8 °F             | —                   | OK     | Space set point 75°F      |
| Supply air temperature                 | 56.4 °F             | —                   | OK     |                           |
| Temperature split (ΔT)                 | <b>20.4 °F</b>      | 18–22 °F            | OK     | Was 17.1°F on arrival     |
| <b>REFRIGERANT CIRCUIT 1 (R-410A)</b>  |                     |                     |        |                           |
| Suction pressure / sat. temp           | 128 psig / 44 °F    | —                   | OK     |                           |
| Discharge pressure / sat. temp         | 438 psig / 126 °F   | —                   | OK     | 472 psig before coil wash |
| Superheat (suction line)               | 11 °F               | 8–14 °F (TXV)       | OK     |                           |
| Subcooling (liquid line)               | 10 °F               | 9–12 °F (nameplate) | OK     |                           |
| <b>ELECTRICAL</b>                      |                     |                     |        |                           |
| Supply voltage L1-L2 / L2-L3 / L1-L3   | 468 / 471 / 465 V   | 414–506 V           | OK     | Imbalance 0.6%            |
| Compressor 1 amps vs RLA               | 14.2 A              | RLA 16.0 A          | OK     | 89% of RLA                |
| Compressor 2 amps vs RLA               | 14.6 A              | RLA 16.0 A          | OK     | 91% of RLA                |
| Condenser fan motor 1 / 2 amps         | 1.6 / 1.8 A         | FLA 1.9 A           | OK     | CFM-2 running warmer      |
| Indoor blower motor amps               | 5.1 A               | FLA 6.0 A           | OK     | After belt change         |
| CFM-1 run capacitor (rated / measured) | 5.0 / 4.9 μF        | ±6% → 4.7–5.3       | OK     | –2%                       |
| CFM-2 run capacitor (rated / measured) | <b>5.0 / 4.4 μF</b> | ±6% → 4.7–5.3       | LOW    | –12%, replace             |

### 4 Parts & materials used

| Item                                | Qty   |
|-------------------------------------|-------|
| Pleated filter 20×25×2, MERV 8      | 4     |
| V-belt, A42                         | 1     |
| Alkaline condenser coil cleaner     | 1 gal |
| Condensate pan treatment tablet     | 2     |
| Drain line flush (water + nitrogen) | —     |

Pricing is covered under the quarterly agreement and is not shown on the customer copy.

### 5 Technician notes

11:12 AM

On arrival, the dining room was 79°F against a 75°F set point. Unit running but split only 17°F. Head pressure high for ambient.

11:48 AM

Condenser coil matted with cottonwood and dust, likely from the plaza's landscaping. Filters well past due. Belt slipping on start-up.

12:40 PM

After coil wash, filters and belt, the split recovered to 20.4°F and head pressure dropped 34 psi. Space was pulling down toward set point when I left. Reviewed findings with Dana on site.

## 6 Recommendations

HIGH

### 1. Replace condenser fan motor #2 run capacitor

Measured 4.4  $\mu\text{F}$  against a 5.0  $\mu\text{F}$  rating (12% low). A weak capacitor makes the fan motor run hot and can lead to motor failure and high head pressure on 110°F+ days.

Within 7 days

Quote Q-26-0391 sent  
Est. 30 min on site

MEDIUM

### 2. Evaporator coil cleaning

Dust build-up on the coil face reduces airflow and capacity. Recommend in-place foam clean while the unit is off during a slow period.

Within 30 days

Schedule before close  
Est. 2 hrs on site

LOW

### 3. Monitor economizer actuator

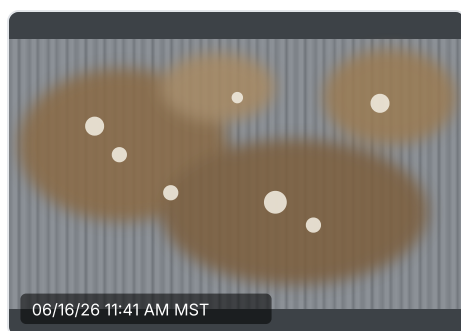
Actuator strokes slowly (~95 s) but still reaches full open/close. Re-test at the next PM. Replace if it fails to stroke.

Next PM

September 2026  
No action needed now

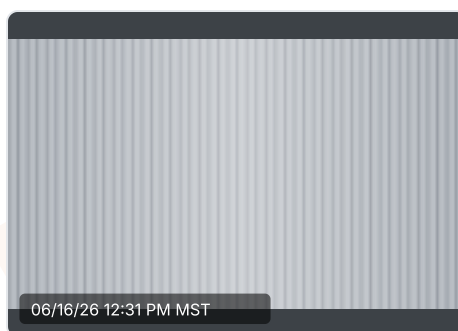
## 7 Photos

Illustrations stand in for technician photos in this sample



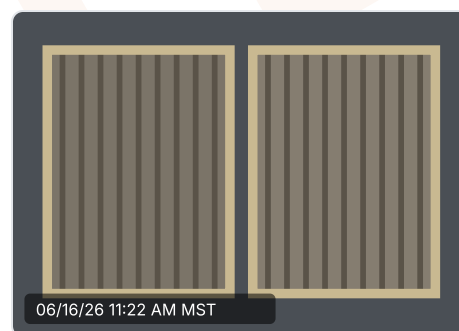
Condenser coil – before

Cottonwood and dust matting, ~40% of face



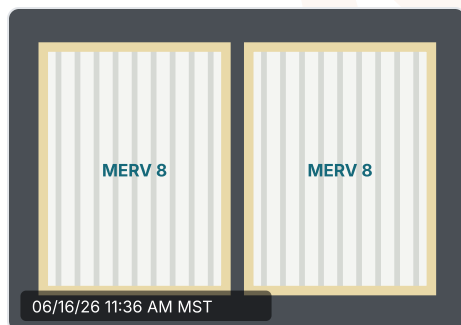
Condenser coil – after

Cleaned and rinsed, fins straightened



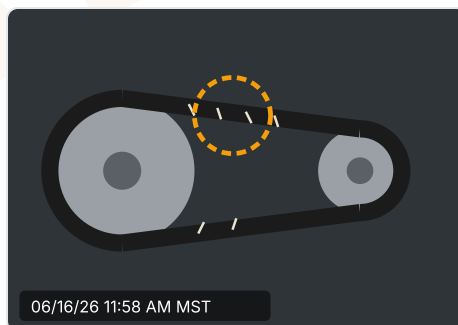
Return air filters – before

Heavily loaded, restricting airflow



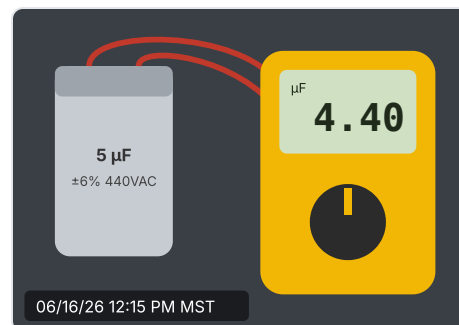
Return air filters – after

4 x 20x25x2 MERV 8 installed



Blower belt – before

Glazed, edge cracks; replaced with A42



CFM-2 run capacitor test

4.40  $\mu\text{F}$  measured vs 5.0  $\mu\text{F}$  rated

## 8 Customer acknowledgement

### CUSTOMER SIGNATURE

× *Dana Whitfield*

Printed name **Dana Whitfield, General Manager**

Signed **Tue, June 16, 2026 · 1:19 PM MST**

Captured **On technician's device, on site**

### ACKNOWLEDGEMENT

I confirm the work listed in this report was performed and that recommendations were explained to me. Signing does not authorize the quoted repairs.

Technician **Marco Delgado (#T-07)**

Report sent **1:22 PM MST to office & customer**

Next PM **September 2026**