



**AIRSIDE  
PRE-OPERATIONAL CHECK LIST**  
(REQUIRED WHEN EXTENDED WARRANTY IS SOLD)

**CHECK LIST**

Supersedes: 100.00-F1 (298)

Form 100.00-F1 (399)

**CAUTION**

Be sure all power is "off" prior to any hands on work.  
This should be verified with a voltage measuring device.

- Remove or loosen all shipping bolts so fan assembly rides level and freely on its springs.
- Tighten set screws on pulleys, bearings and fan.
- Check tightness of fan bearing bolts.
- Check tightness of blower wheel and fans to shaft.
- Check tightness of fan and motor sheaves.
- Check tightness of all motor base and mounting bolts.
- Check sheave alignment - adjust if required.
- Adjust belt tension per sticker on fan blower assembly.  
*NOTE: Use "O" ring type deflection belt tension checker.*
- Rotate all moving components manually. Adjust as required.
- Check all electrical connections for tightness.
- Review electrical print for correct wiring to Air Mod, Electric Heater, Starter, etc.
- Manually work damper open and closed. All damper linkage should be inspected.
- Check condensate drain trap. Trapping configuration is different depending on BLOW-THRU or DRAW-THRU. See IOM for respective air unit for more details.
- Main coil drain pan and all auxiliary floor drains on Draw-Thru units must be properly trapped and Charged With Water before units are started.

*NOTE: If the motor and fan have not been operated in the last (4) four weeks or more, lubricate all the bearings and rotate the motor and fan monthly to prevent moisture from accumulating in the bearings. (See Form 50.20-NM3, Long Term Storage)*

Job Name \_\_\_\_\_

YORK Order No. \_\_\_\_\_

Unit Serial No. \_\_\_\_\_

Unit Model No. \_\_\_\_\_

Checked By \_\_\_\_\_

**CAUTION**

This Pre-Operational Check List (one per unit) must be filled out by YORK Service (when extended warranty is sold - see Form 100.00-P1) and filed in the Sales or Service Files as record. Failure to comply with this pre-check will result in non-compliance to Warranty Policy, and Extended Warranty Coverage will be forfeited.

