


















PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **Rockville MD021**

MECHANIC SIGNATURE: 

DATE: **11/05/20**
11/06/20

LOCATION/RM #: **Interior bldg 1** WO# **13244** ASSET # **2105&2109** START TIME: **8:00** FINISH TIME: **2:30**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|--|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. |  | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. |  | | |
| 2 | When applicable, check fan blades and moving parts for cracks and excessive wear. |  | | |
| 3 | Tighten all electrical connectors to proper torque asneeded. |  | | |
| 4 | Check that the fan runs properly in all speeds as applicable. |  | | |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. |  | | |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. |  | | |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. |  | | |
| 9 | Clean coils by brushing, blowing, vacuuming |  | | |
| 10 | Check coils for leaking, tightness of fittings. |  | | |
| 11 | Use fin comb to straighten coil fins as needed. |  | | |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. |  | | |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly |  | | |
| 14 | Vacuum interior of unit. |  | | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. |  | | |
| 16 | Change the filter as needed with the correct size and type filter. Annual Replace |  | | Filter gets checked Quarterly filters changed on all units |
| 17 | Insure that drain(s) are clear and running.-Install condensate tablet |  | | |
| 18 | Clean up work area. -Record Humidity level in area | | | Humidity <u>37</u> % |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: