

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: PA053 - 02MECHANIC  
SIGNATURE: SKDATE: 5/17LOCATION/RM #: 303 WO# 87377 ASSET # 3912START TIME: 1:00FINISH TIME: 1:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Schedule shutdown with operating personnel, as needed.	✓		
3	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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 as needed.	✓		
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.	✓		
6	Check damper actuators and linkage for proper operation as applicable.	✓		
7	Adjust linkage on dampers if out of alignment.	✓		
8	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
9	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
10	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
11	Check coils for leaking, tightness of fittings.	✓		
12	Use fin comb to straighten coil fins as needed.	✓		
13	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		
14	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓		
14	Vacuum interior of unit.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	/		
17	Insure that drain(s) are clear and running.	/		
18	Clean up work area.	/		

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 description of the deficiency.  
To be performed by: General Maintenance Worker  
Additional Notes: