

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *MD006 - 01*

LOCATION/RM #:

WO# *10918*ASSET # *5099*MECHANIC
SIGNATURE:
Tom C

DATE:

8/4/18

START TIME:

FINISH TIME:

OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.			
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. Adjust linkage on dampers if out of alignment.			
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, or pressure washing.			
10	Check coils for leaking, tightness of fittings.			
11	Use fin comb to straighten coil fins as needed.			

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- 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.
- 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 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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #:

WO# 10918

ASSET # 5109

MECHANIC
SIGNATURE: *Tg E*

DATE: 8/4/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

MD 006-01

LOCATION/RM #:

WO# 10918

ASSET # 5105

MECHANIC
SIGNATURE:
TJ

DATE:

8/4/18

START TIME:

FINISH TIME:

NOTES/ ACTIONS
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO
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- 14 Vacuum interior of unit.
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FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

MD 006 -01

MECHANIC
SIGNATURE:

J. E.

LOCATION/RM #:

WO# 10918

ASSET # 5106

DATE:

8/8/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #: WO# 10919

ASSET # 5107

MECHANIC
SIGNATURE:
Troy

DATE:

8/4/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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.
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Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 066 -01

LOCATION/RM #: WO# 10718

ASSET # 5108

MECHANIC
SIGNATURE: *JRC*

DATE: 8/4/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ACTIONS <small>IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION</small>

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- 17 Vacuum interior of unit.
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- 19 Change the filter as needed with the correct size and type filter.
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- 21 Clean up work area.

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Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

MD 006-01

LOCATION/RM #:

WO# 10818

ASSET # 5109

MECHANIC
SIGNATURE:
Tor

DATE:

8/4/18

START TIME:

FINISH TIME:

NOTES/ ACTIONS
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO
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Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

MECHANIC
SIGNATURE: *J. J. G.*

LOCATION/RM #:

WO# 10910

ASSET # 5110

DATE: 8/4/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #:

WO# 16912

ASSET # 5111

MECHANIC
SIGNATURE:
TJ C

DATE:

8/4/10

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.		
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Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 806-01

LOCATION/RM #:

WO# 10818

ASSET # 5712

MECHANIC
SIGNATURE: *Tye*

DATE: 8/2/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

MD 06-01

LOCATION/RM #:

WO# 10916

ASSET # 5113

MECHANIC
SIGNATURE:
Tony

DATE:

8/4/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #: WO# 10818

ASSET # 5114

MECHANIC
SIGNATURE:

Tom C

DATE:

8/8/15

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	

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