

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 606 - 01

LOCATION/RM #: 108 WO# 9324

ASSET # 3864

MECHANIC
SIGNATURE:

START TIME:

John

DATE:

6/4/18

FINISH TIME:

10/15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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.
- 4 Check fan blades for dust buildup and clean if necessary
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 6 Tighten all electrical connectors to proper torque as needed.
- 7 Check that the fan runs properly in all speeds as applicable.
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 9 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.
- 10 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 11 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 12 Check coils for leaking, tightness of fittings.
- 13 Use fin comb to straighten coil fins as needed.

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- 14 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 15 Check rigid couplings for alignment on direct drives, and for tightness of assembly
- 16 Vacuum interior of unit.
- 17 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 18 Change the filter as needed with the correct size and type filter.
- 19 Insure that drain(s) are clear and running.
- 20 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD006-01

LOCATION/RM #: 169 WO# 9374

ASSET # 3965

MECHANIC
SIGNATURE:

DATE:

6/4/19

START TIME: 1015

FINISH TIME:

1020

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE 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.	/
4	Check fan blades for dust buildup and clean if necessary.	/
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	/
6	Tighten all electrical connectors to proper torque as needed.	/
7	Check that the fan runs properly in all speeds as applicable.	/
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.	/
10	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/
12	Check coils for leaking, tightness of fittings.	/
13	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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006 -01

LOCATION/RM #: 167 WO# 9374 ASSET # 3966

MECHANIC
SIGNATURE:
John B. St. John

DATE:

6/4/19

START TIME: 1020

FINISH TIME: 1025

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE 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.	/
4	Check fan blades for dust buildup and clean if necessary	/
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	/
6	Tighten all electrical connectors to proper torque as needed.	/
7	Check that the fan runs properly in all speeds as applicable.	/
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/
10	Lubricate mechanical connections of dampers sparingly as applicable.	/
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/
13	Check coils for leaking, tightness of fittings.	/
14	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.

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 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *MD 086-61*LOCATION/RM #: *106*WO# *9324*ASSET # *386*)MECHANIC
SIGNATURE:
F. Lutjens

DATE:

6/4/18

START TIME:

1025

FINISH TIME:

1030

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.	/	
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.	/	
4	Check fan blades for dust buildup and clean if necessary.	/	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	/	
6	Tighten all electrical connectors to proper torque as needed.	/	
7	Check that the fan runs properly in all speeds as applicable.	/	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/	
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.	/	
10	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/	
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	
12	Check coils for leaking, tightness of fittings.	/	
13	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.

*N/A**N/A**N/A**N/A**N/A*

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #: 103 WO# 9324

ASSET # 3968

MECHANIC
SIGNATURE: *John B. Johnson*

DATE:

6/4/19

START TIME: 0030

FINISH TIME: 1035

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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. ✓
- 4 Check fan blades for dust buildup and clean if necessary. ✓
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear. ✓
- 6 Tighten all electrical connectors to proper torque as needed. ✓
- 7 Check that the fan runs properly in all speeds as applicable. ✓
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. ✓
- 9 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable. ✓
- 10 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. ✓
- 11 Clean coils by brushing, blowing, vacuuming, or pressure washing. ✓
- 12 Check coils for leaking, tightness of fittings. ✓
- 13 Use fin comb to straighten coil fins as needed. ✓

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- 14 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. ✓
- 15 Check rigid couplings for alignment on direct drives, and for tightness of assembly ✓
- 16 Vacuum interior of unit. ✓
- 17 Check filter door for proper gasketing and air leaks. Correct as necessary. ✓
- 18 Change the filter as needed with the correct size and type filter. ✓
- 19 Insure that drain(s) are clear and running. ✓
- 20 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006 -01

LOCATION/RM #: 103 WO# 9374

ASSET # 3969

MECHANIC
SIGNATURE:

DATE:

6/4/19

START TIME:

1035

FINISH TIME: 1090

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	START TIME:	FINISH TIME:
			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.			
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. 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.

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Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **MD 006-01**LOCATION/RM #: **Breezer** WO# **9329**ASSET # **3920**MECHANIC
SIGNATURE:

DATE:

6/4/18

START TIME:

1040

FINISH TIME:

1045

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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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- 1 Check fan blades for dust buildup and clean if necessary.
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- 4 Check that the fan runs properly in all speeds as applicable.
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- 8 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 9 Check coils for leaking, tightness of fittings.
- 10 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.

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 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **MD 006 -01**LOCATION/RM #: **105** WO# **9370**ASSET # **3871**MECHANIC
SIGNATURE:
John

DATE:

6/4/19START TIME:
1045

FINISH TIME:

1050

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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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- 16 Vacuum interior of unit.
- 17 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 18 Change the filter as needed with the correct size and type filter.
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- 20 Clean up work area.

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 Additonal Notes: