

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: FA 017 201

LOCATION/RM #: 222

WO# 10942

ASSET # 5193

MECHANIC
SIGNATURE:

DATE:

9/11/19

LIT

835

831

FINISH TIME:

8/10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
				8/2	8/12
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.		✓	PLA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		✓	PLA	
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.		✓	pls	
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.		—		

- 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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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 #: *P1* 017-01MECHANIC
SIGNATURE: *John Johnson*DATE: *8/16/18*LOCATION/RM #: *223* WO# *10892*ASSET # *5194*START TIME: *840*FINISH TIME: *845*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF 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. *✓*
- 4 Check fan blades for dust buildup and clean if necessary. *N/A*
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear. *N/A*
- 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 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. *N/A*
- 15 Check rigid couplings for alignment on direct drives, and for tightness of assembly. *✓*
- 16 Vacuum interior of unit. *N/A*
- 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 #: Pr 017-01

LOCATION/RM #: 224

WO# 10842

ASSET # 5195

MECHANIC
SIGNATURE:

DATE:

8/16/18

START TIME:

8:40

FINISH TIME:

8:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE 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.	✓		
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.	✓		

- 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 #: PA 017-01

LOCATION/RM #: 230

WO# 10942

ASSET # 5196

MECHANIC
SIGNATURE

DATE

9/11/19

START TIME

845

FINISH TIME:

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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.		—	
1	Check fan blades for dust buildup and clean if necessary.		N/A	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		N/A	
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		✓	

- 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. For To be performed by: General Maintenance Worker
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pr 017 - a1*LOCATION/RM #: *231*WO# *10942*ASSET # *5197*MECHANIC
SIGNATURE: *[Signature]*DATE: *9/11/19*START TIME: *8:00*FINISH TIME: *8:55*NOTES/ ACTIONS
(OF 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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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
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

Pp 017 - 01

LOCATION: Boiler room W04 10942 Asset # 5268

MECHANIC
SIGNATURE:

START TIME:

8:30

DATE:

8/11/19

FINISH TIME: 8:40

ITEM	CHECK (ORIGIN/DESCRIPTION)	PRACTICALLY COMPLETED		NOTES/EXCEPTIONS
		1	2	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		✓	
3	Schedule work with operating personnel, as needed.	✓		
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	✓		
6	Replace defective control safeties (as work order) found while performing preventive maintenance.		✓	
7			NA	
8	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	✓		
9	Check and clean all electrical contacts and pneumatic orifices.	✓		
10	Check pneumatic tubing for leaks or damage. Repair or replace as required.		NA	
11	Check for bad indicator lights and gauges and replace as necessary.		NA	
12	Test all controllers and set at proper set points.		NA	
13	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		NA	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *Pf 012-01*LOCATION: *DRILL WO# 10942 ASSET # 5310*MECHANIC
SIGNATURE: *John*DATE: *8/11/18*START TIME: *8:00*FINISH TIME: *8:45*

ITEM	CHECKLIST DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/REMARKS
		NOTES	INSTRUCTIONS	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			
3	Schedule work with operating personnel, as needed.			
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
6	Replace defective control safeties (as work order) found while performing preventive maintenance.			
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
8	Check and clean all electrical contacts and pneumatic orifices.			
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
10	Check for bad indicator lights and gauges and replace as necessary.			
11	Test all controllers and set at proper set points.			
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC Control Panel
for HV 1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: PA 017-01

MECHANIC
SIGNATURE: 

DATE: 8/11/18

LOCATION: DRILL WAT 10942 Asset # 5311

START TIME: 8:05

FINISH TIME: 8:00

ITEM #	DESCRIPTION	CHECKED (COMPLETED)	REMARKS	SPECIAL INSTRUCTIONS		NOTES/ACHIEVEMENTS
				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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.					
4	Schedule work with operating personnel, as needed.					
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.					
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.					
7	Replace defective control safeties (as work order) found while performing preventive maintenance.					
TO BE PERFORMED DAILY/AS A CHECK-IN/INSPECTION/SERVICE						
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.					
2	Check and clean all electrical contacts and pneumatic orifices.					
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.					
4	Check for bad indicator lights and gauges and replace as necessary					
5	Test all controllers and set at proper set points.					
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.					

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

Additional Notes:

1/UPC Control Panel

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #:

Pn

007-01

MECHANIC
SIGNATURE:

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DATE: 9/8/18

LOCATION/RM #:

Paken

WO# 10948

ASSET # 7391

START TIME:

0625

FINISH TIME: 0635

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS		PACIFIC (P.M.) LISTED	MATERIALS	TIME
		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 and coordinate work with operating personnel.					
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.					
TO BE PERFORMED AT EACH INSPECTION SERVICE						
1	Open and tag switch.					
2	Inspect visual condition of wiring. Look for evidence of overheating.					
3	Check for proper light operation.					
4	Test operation of automatic switches/ time clock/ photocells if applicable.					
5	Inspect light pole and mounting devices for deficiencies.					
<p>For any noted deficiency, takes pictures and open corrective maintenance ticket.</p> <p>No. x 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.</p> <p>To be performed by General Maintenance Worker</p> <p>Additional Notes:</p>						

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