

OTHER RECURRING SERVICES CERTIFICATION OF WORK  
(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: MD006

Date of Visit: 12/4/18

Contractor Personnel on Site:

- |                         |                          |
|-------------------------|--------------------------|
| 1. <u>Tony Lazzarus</u> | 4. <u>Frank Sapienza</u> |
| 2. <u>Jim Geertgens</u> | 5. _____                 |
| 3. <u>Scott Werry</u>   | 6. _____                 |

Work Performed:

Other Recurring Services

- |                |             |
|----------------|-------------|
| 1. <u>6520</u> | <u>6710</u> |
| 2. <u>6561</u> | <u>6644</u> |
| 3. <u>6640</u> | _____       |
| 4. <u>6598</u> | _____       |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 12-4-18

Signed: [Signature]

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Jesse Schultz, ARA Date: 2018/12/04

Signed: Jesse Schultz

E-Mail: \_\_\_\_\_

CERTIFICATION OF WORK  
(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: MD 006

Date of Visit: 12/4/18

Contractor Personnel on Site:

- |                         |                          |
|-------------------------|--------------------------|
| 1. <u>Tony Lazzari</u>  | 4. <u>Frank Sapienza</u> |
| 2. <u>Jim Geertgens</u> | 5. _____                 |
| 3. <u>Scott Werny</u>   | 6. _____                 |

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. 6488
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 12-4-18

Signed: [Signature]

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Jesse Schultz ARA

Date: 2018/12/04

Signed: Jesse Schultz

E-Mail:

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

SITE AND BLDG #:

MD006-01

MECHANIC

SIGNATURE:

DATE:

12/4/18

LOCATION/RM #:

108

WO#

6640

ASSET #

3964

START TIME:

9:10

FINISH TIME:

9:20

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.			
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.	/	N/A	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	N/A	
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.	/	N/A	
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.	/	N/A	

K00-046CMI Management Inc.

- 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

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 discription 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

MECHANIC  
SIGNATURE: 

DATE: 12/4/18

LOCATION/RM #: 109 WO# 6640

ASSET # 3965

START TIME: 920

FINISH TIME: 930

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.	/		
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.	/	N/A	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	N/A	
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.	/	N/A	
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.	/	N/A	

K00-046CMI Management Inc.

- 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 discription 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 #: 107

WO# 6640

ASSET # 3906

MECHANIC

SIGNATURE: 

DATE: 12/4/12

START TIME: 930

FINISH TIME: 940

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.	/		
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.	/		NA
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		NA
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.	/		NA
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		NA
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins as needed.	/		

K00-046CMI Management Inc.

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.

NA

NA

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 discription 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

MECHANIC  
SIGNATURE: *[Signature]*

LOCATION/RM #: 106 WO# 6640 ASSET # 3967

START TIME: 940

DATE: 12-4-18

FINISH TIME: 950

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.		/	
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.	/	NA	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	NA	
7	Lubricate mechanical connections of dampers sparingly as applicable.	/	NA	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/	NA	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	NA	
10	Check coils for leaking, tightness of fittings.	/	NA	
11	Use fin comb to straighten coil fins as needed.	/	NA	

K00-046CMI Management Inc.

- 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.

NA

NA

NA

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 discription of the deficiency.  
To be performed by: General Maintenance Worker

Additional Notes:

not Performed in no hot water.



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

SITE AND BLDG #: MD 008 -01

LOCATION/RM #: 103

WO# 6640

ASSET # 3968

MECHANIC  
SIGNATURE: *[Signature]*

START TIME: 950

DATE: 12/4/18

FINISH TIME: 1200

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.		/	
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.	/		NA
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		NA
7	Lubricate mechanical connections of dampers sparingly as applicable.	/		NA
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/		NA
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.	/		NA

K00-046CMI Management Inc.

- 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.

NA

NA

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:



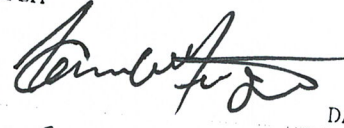
# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #: 103

WO# 6640

ASSET # 3969

MECHANIC  
SIGNATURE: 

DATE: 12/4/18

START TIME: 8000

FINISH TIME: 1010

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.			
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.			N/A
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.			N/A
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.			N/A
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.			N/A

K00-046CMI Management Inc.

- 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

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 #: Breerzr WO# 6640

ASSET # 3970

MECHANIC  
SIGNATURE: *[Signature]*

DATE: 12/4/18

START TIME: 1010

FINISH TIME: 1020

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.		—	
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.	—	NA	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	—	NA	
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.	—	NA	
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.	—	NA	

K00-046CMI Management Inc.

- 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.

NA

NA

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 #: 105 WO# 6640

ASSET # 3971

MECHANIC  
SIGNATURE: *[Signature]*

DATE: 12/4/18

START TIME: 1020

FINISH TIME: 1030

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.	/		
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.	/		NA
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		NA
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.	/		NA
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.	/		NA

K00-046CMI Management Inc.

- 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.

NA

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 #: 101 WO# 664

ASSET # 3972

MECHANIC  
SIGNATURE: *[Signature]*

DATE: 12/4/12

START TIME: 1030

FINISH TIME: 1040

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.	/		
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.	/		NA
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		NA
7	Lubricate mechanical connections of dampers sparingly as applicable.	/		NA
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.	/		NA
11	Use fin comb to straighten coil fins as needed.	/		

K00-046CMI Management Inc.

- 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.

NA

NA

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-C1

LOCATION/RM #:

101

WO#

6644

ASSET #

3973

MECHANIC  
SIGNATURE:

START TIME:

DATE:

FINISH TIME:

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.	/		
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.	/	NA	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	NA	
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.	/	NA	
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.	/	NA	

K00-046CMI Management Inc.

- 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.

NA

NA

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.

Additional Notes: