

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DRINKING FOUNTAIN

SITE AND BLDG #: NY051 BLDG1		MECHANIC SIGNATURE: 	DATE: 7/7/23	
LOCATION/RM #: hallway WO# 23275 ASSET # 190917-, 289,290		START TIME: 10am	FINISH TIME: 10:30am	
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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	Clean compressor compartment including coils, fan, compressor and other components.	✓		
2	If applicable, replace filter as required.	✓		
3	Clean evaporator drain pan and drain piping as needed.	✓		
4	Check for water leaks in supply and drain lines.	✓		
5	Check electrical wiring for fraying and loose connections.	✓		
6	Lubricate fan bearing motors, as needed.	✓		
7	Check operation of unit for unusual noise, vibration, short cycling, and water temperature.	✓		
8	Check mouthpiece water pressure; adjust as required.	✓		
9	Clean unit, removing any dust, dirt, calcium buildup, etc.	✓		

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:

There is a workorder open for the drinking fountain. The fan motor is shot and I am looking for a replacement.