


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

MECHANIC *Pat B...*
SIGNATURE: _____ DATE: 6/27/24

SITE AND BLDG #: PA027

LOCATION/RM #: _____ WO# 15713 ASSET # See notes START TIME: 8:00AM FINISH TIME: 12:30PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
1	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.	●			
TO BE PERFORMED AT EACH INSP					
1	Check fan blades for dust buildup and clean if necessary.	●			
2	Check all electrical connections	●			
3	Check that the fan runs properly in all speeds as applicable.	●			
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	●			
5	Check filter door for proper gasketing and air leaks. Correct as needed.	●			
6	Change or Clean filter as needed. Filters get checked quarterly.	●			
7	Ensure condensate pump is working properly and that the drain lines are clear.	●			
8	Clean up work area.	●			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and materials) and any repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos of the problem.

To be performed by: General Maintenance Worker

Additional Notes: Asset4661,4662,4664,4667,4668,4669,4670,4678,5120,5132,5133,