

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: PA063

MECHANIC  
SIGNATURE:*Pat Bonham*

DATE: 3/11/2024

LOCATION/RM #:

WO# 15146

ASSET # 5130,5131

START TIME: 10:30AM

FINISH TIME: 11:45AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	●		
<b>TO BE PERFORMED AT EACH INSPECT</b>				
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 direct materials). If the repair cost exceeds \$250, the technician shall open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and description of the repair.

To be performed by: General Maintenance Worker

**Additional Notes:**