

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

SITE AND BLDG #: PA035LOCATION/RM #: WO# 12890 ASSET # 5138MECHANIC  
SIGNATURE: Pat BarkerDATE: 6/8/2023START TIME: 12:00PM FINISH TIME: 1:00PM

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 INSPECTION SERVICE</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 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:**