

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126N01

MECHANIC

SIGNATURE: James R Groft JrDATE: 06/30/24

LOCATION/RM #:

WO# 15757ASSET # 5199

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. | X             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                        |               |    |                                                                         |
| 1                                          | Check fan blades for dust buildup and clean if necessary.                                                                                                              | X             |    |                                                                         |
| 2                                          | Check all electrical connections                                                                                                                                       | X             |    |                                                                         |
| 3                                          | Check that the fan runs properly in all speeds as applicable.                                                                                                          | X             |    |                                                                         |
| 4                                          | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.                                                                                  | X             |    |                                                                         |
| 5                                          | Check filter door for proper gasketing and air leaks. Correct as needed.                                                                                               | X             |    |                                                                         |
| 6                                          | Change or Clean filter as needed. Filters get checked quarterly.                                                                                                       | X             |    |                                                                         |
| 7                                          | Ensure condensate pump is working properly and that the drain lines are clear.                                                                                         | X             |    |                                                                         |
| 8                                          | Clean up work area.                                                                                                                                                    | X             |    |                                                                         |





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:**