

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

SITE AND BLDG #: **NY126N01**

MECHANIC


SIGNATURE: **James R Groft Jr**DATE: **03/25/2024**

LOCATION/RM #:

WO# **15168**ASSET #**5199**

START TIME:

FINISH TIME:

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.	X			
TO BE PERFORMED AT EACH INSPECTION					
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 materials) per occurrence. For any defects exceeding \$250, a separate work order shall be generated.

MECHANIC
SIGNATURE: _____

DATE: _____

SITE AND BLDG #: _____


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		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 INSPECT					
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: