

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: **NY126N01**

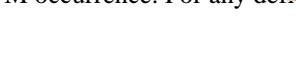
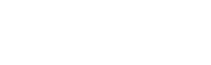
MECHANIC
SIGNATURE: James R Groft Jr

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 INSPECT				
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 dire

PM occurrence. For any def...

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2	Check all electrical connections			
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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: