

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: NY030 BLDG1
front offices
 LOCATION/RM #: _____ WO# 13464 ASSET # 4684

MECHANIC SIGNATURE: _____ DATE: 8/29/23
 START TIME: 8:30am FINISH TIME: 9am

| 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. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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 condenste 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: