

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: NY052 BLDG1&amp;2

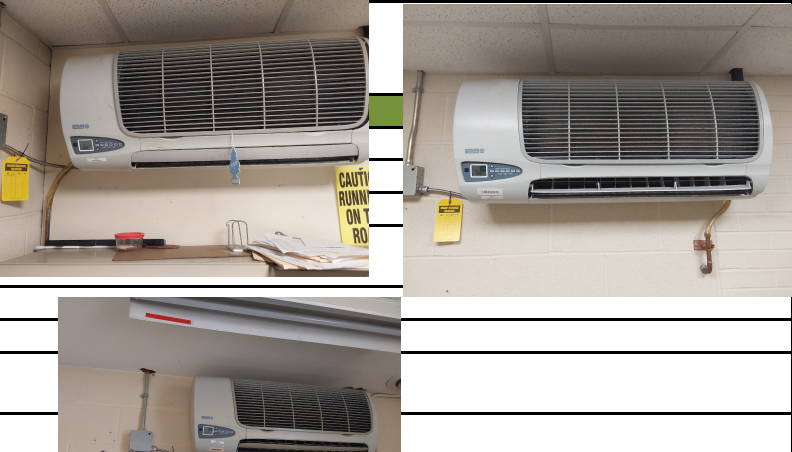

MECHANIC  
SIGNATURE: 

DATE: 12/14/22

LOCATION/RM #: BLDG1&2 WO# 11408,  
11415ASSET # 4654,4655,  
4676,4683

START TIME: 8:30 AM

FINISH TIME: 10:30am

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 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 materials) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**