

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: NY052 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/19/23

LOCATION/RM #: BLDG1 WO# 13797 ASSET # 4654, 4655, 4676

START TIME: 8:30am

FINISH TIME: 8:45am

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.		<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.		<input checked="" type="checkbox"/>	
2	Check all electrical connections		<input checked="" type="checkbox"/>	
3	Check that the fan runs properly in all speeds as applicable.		<input checked="" type="checkbox"/>	
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.		<input checked="" type="checkbox"/>	These units were removed and replaced with new units
5	Check filter door for proper gasketing and air leaks. Correct as needed.		<input checked="" type="checkbox"/>	
6	Change or Clean filter as needed. Filters get checked quarterly.		<input checked="" type="checkbox"/>	
7	Ensure condensate pump is working properly and that the drain lines are clear.		<input checked="" type="checkbox"/>	
8	Clean up work area.		<input checked="" type="checkbox"/>	

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:**