

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126 BLDG1


MECHANIC  
SIGNATURE: 

DATE: 3/10/23

LOCATION/RM #: BLDG1 WO# 12263 ASSET # 5115,5116,

START TIME: 8:30am

FINISH TIME: 9:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS	
		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					
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:**