

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

**SITE AND BLDG #:** NY126 BLDG2

**MECHANIC  
SIGNATURE:**
**DATE:** 9/22/23

**LOCATION/RM #:** BLDG2 **WO#** 13814 **ASSET #** 5199

**START TIME:** 10am

**FINISH TIME:** 10:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		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). Repairs 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:**