


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126 BLDG1 5115,5116, MECHANIC SIGNATURE:  DATE: 12/15/23

LOCATION/RM #: bldg1 WO# 14435 ASSET # 5117,5118, START TIME: 9am FINISH TIME: 10am

5119,5162

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION	
		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 VISIT			
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 only). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, and a description of the repair.

To be performed by: General Maintenance Worker

Additional Notes:

