

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #:	NY126 BLDG1	MECHANIC SIGNATURE:	DATE: 12/15/23
LOCATION/RM #:	bldg1	WO# 14435 ASSET # 5117,5118, 5119,5162	START TIME: 9am FINISH TIME: 10am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES	SPECIAL INSTR
			TO BE PERFORMED AT EACH
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.	✓	
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) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, To be performed by: General Maintenance Worker

**Additional Notes:**

