

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126 BLDG2

MECHANIC  
SIGNATURE: \_\_\_\_\_

DATE: 12/15/23

LOCATION/RM #: bldg2 WO# 14438 ASSET # 5199

START TIME: 10:45am

FINISH TIME: 11:15am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COM	
		YES	NO
SPECIAL INSTR			
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			
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:**