

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126 BLDG2

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

MECHANIC
SIGNATURE:

DATE: 12/15/23

START TIME: 10:45am FINISH TIME: 11:15am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		SPECIAL INSTRUCTIONS
		NO	YES	
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) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, Job #.

To be performed by: General Maintenance Worker

Additional Notes: