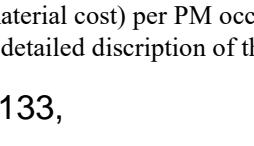
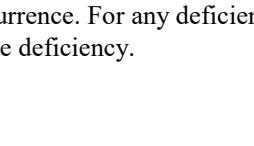
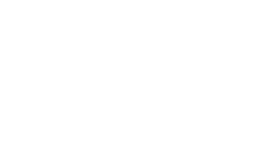
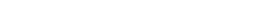


**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: PA027

MECHANIC  
 SIGNATURE: *Pat Boardman* DATE: 11/12/2024

LOCATION/RM #: WO# 17037 ASSET # See notes START TIME: 10:00AM FINISH TIME: 2:00PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	●		  
<b>TO BE PERFORMED AT EACH INSPECTION</b>				
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 material cost) per PM occurrence. For any deficiencies found 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: Assets4661,4662,4663,4664,4666,4667,4668,5120,5132,5133,