

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT**

MECHANIC SIGNATURE: *Pat Bernhardt* DATE: 3/9/2026

SITE AND BLDG #: PA035

LOCATION/RM #: _____ WO# 21389 ASSET # See Notes START TIME: 10:00AM FINISH TIME: 12:30PM

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | 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 INSPECTION SERVICE | | | | |
| 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 condense 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Asset21389Asset 5126,5127,5128,5129,5135,5137,5138,514