

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

 MECHANIC  
SIGNATURE:



DATE: 3/11/25

SITE AND BLDG #: VA039

LOCATION/RM #:

WO# 18176

ASSET # 5101

START TIME: 11AM

FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		
		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 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:

Blueridge Mini Split filter has been cleaned and is working at peak performance  
-AS