

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT



MECHANIC
SIGNATURE: 

DATE: 11-SEP-2024

SITE AND BLDG #: VA039-01

LOCATION/RM #: WO# 19978 ASSET # 5101

START TIME: 2PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	SPECIAL INSTRUMENTS		NOTES / LOCATION
			YES	NO	
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 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:

McQuey Asset # 5101 replaced by Blueridge Mini Split. PM complete.
-AS

