

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

SITE AND BLDG #: VA039-02

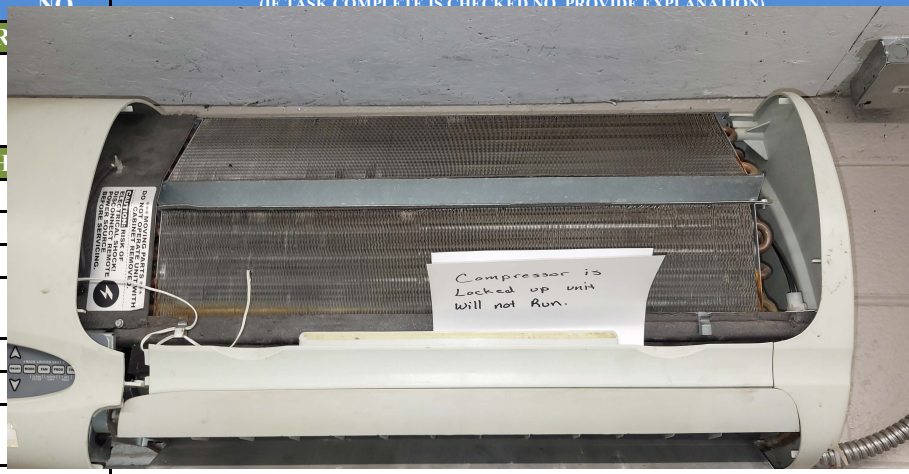
MECHANIC
SIGNATURE: 

DATE: 11-SEP-2025

LOCATION/RM #: WO# 20008 ASSET # 5246

START TIME: 3PM

FINISH TIME: 4PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTR					
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:

Compressor locked on Mini Split System. Needs full replacement.
-AS

