

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
DUCTLESS MINI SPLIT

SITE AND BLDG #: VA033-02

MECHANIC SIGNATURE: 

DATE: 9-SEP-2025

LOCATION/RM #:                      WO# 20009                      ASSET # 5249

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK CO	
		YES	
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PM complete on 6 piece Mitsubishi Mini Split. Filters cleaned on head units.  
Coils cleaned with no issues and outdoor unit is operating correctly with no issues.  
-AS

