

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

**SITE AND BLDG #:** VA039-01


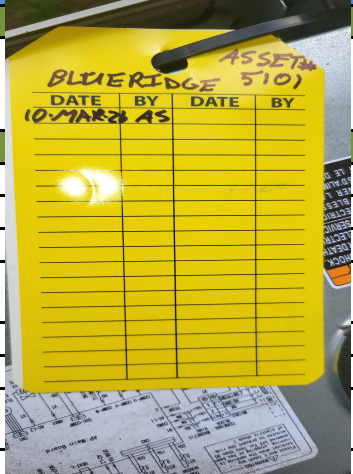
**MECHANIC SIGNATURE:** 

**DATE:** 10-MAR-2026

**LOCATION/RM #:**                      **WO#** 21378                      **ASSET #** 5101

**START TIME:** 1PM

**FINISH TIME:** 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
<b>SPECIAL INSTRUCTIONS</b>					
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.	●		 	
<b>TO BE PERFORMED AT EACH INSPECT</b>					
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:**

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

