

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

SITE AND BLDG #: VA039-02

MECHANIC  
SIGNATURE: 

DATE: 10-MAR-2026

LOCATION/RM #: \_\_\_\_\_ WO# 21408 ASSET # 5246

START TIME: 2PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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 INSPECTION SERVICE</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:**

Mini Split #2 - Thermostat is not operating correctly and filter is broken.  
Both mini splits are not operating correctly and needs replaced.  
Mini Split #1 - Compressor locked and broken display.  
-AS