

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DUCTLESS MINI SPLIT

SITE AND BLDG #: VA033-02

MECHANIC SIGNATURE: 

DATE: 6-MAR-2026

LOCATION/RM #: **WO#** 21409 **ASSET #** 5249

START TIME: 1PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		YES	NO
SPECIAL INSTRUCTIONS			
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 INSPECT			
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-Pc Mitsubishi Mini-Split system.
Filters and coils cleaned with no issues reported.
-AS

