

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT**

SITE AND BLDG #: WV006MECHANIC  
SIGNATURE: DATE: 7-10-2023LOCATION/RM #: WO# 13237 ASSET # 4042START TIME: 800FINISH TIME: 330

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.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		
2	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	<input checked="" type="checkbox"/>		
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	<input checked="" type="checkbox"/>		
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		
15	Check filter door for proper gasketing and air leaks. Correct as needed.	<input checked="" type="checkbox"/>		
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>		Filter gets checked Quarterly
17	Insure that drain(s) are clear and running. - Install condensate tablet	<input checked="" type="checkbox"/>		
18	Clean up work area. - Record Humidity level in area	<input checked="" type="checkbox"/>		Humidity <b>63</b> %

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:**