

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT

MECHANIC
SIGNATURE:



DATE: 1/6/2023

SITE AND BLDG #: VA039-02

LOCATION/RM #: WO# 11692 **ASSET #** 4548

START TIME: 9AM **FINISH TIME:** 10AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.		●	This 3-piece fan coil no longer exists.
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.		●	
2	Check fan blades and moving parts for cracks and excessive wear.		●	
3	Tighten all electrical connectors to proper torque as needed.		●	
4	Check that the fan runs properly in all speeds as applicable.		●	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.		●	
7	Lubricate mechanical connections of dampers sparingly as applicable.		●	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.		●	
9	Clean coils by brushing, blowing, vacuuming		●	
10	Check coils for leaking, tightness of fittings.		●	
11	Use fin comb to straighten coil fins as needed.		●	
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		●	
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly		●	
14	Vacuum interior of unit.		●	
15	Check filter door for proper gasketing and air leaks. Correct as needed.		●	
16	Change the filter as needed with the correct size and type filter.		●	Filter gets checked Quarterly
17	Insure that drain(s) are clear and running. - Install condensate tablet		●	
18	Clean up work area. - Record Humidity level in area		●	Humidity %

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Additional Notes: Fan Coils have been replaced by mini-split systems.

-AS