

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT

SITE AND BLDG #: NY052 BLDG1

MECHANIC
SIGNATURE: _____

DATE: 1/12/23

LOCATION/RM #: BLDG1 WO# 11691 ASSET # 4547

START TIME: 1pm

FINISH TIME: 1:30 pm

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.	✓			
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 55%

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: