

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT

SITE AND BLDG #: VA039-01

MECHANIC
SIGNATURE: 

DATE: 11-SEP-2025

LOCATION/RM #:

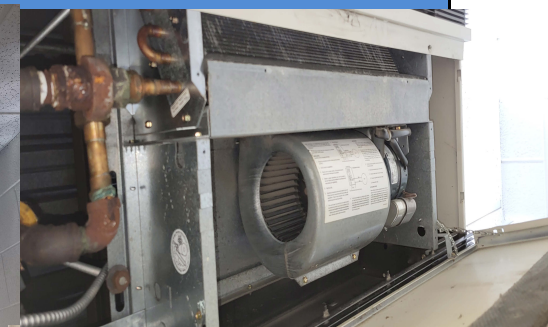
WO# 19978

ASSET # 4645

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK YES
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 VISIT		
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.	●
17	Insure that drain(s) are clear and running.- Install condensate tablet	●
18	Clean up work area. - Record Humidity level in 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 deficiency 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: Unit #1 is working great with no issues. Unit #2 is not working pending replacement parts.
-AS

