

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: MD002 B-4

LOCATION/RM #: WO# 18779 ASSET # 1841

MECHANIC  
SIGNATURE:

DATE: 08/16/22

START TIME: 0900

FINISH TIME: 1630

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.	/	/	unit is still inoperative. awaiting approval on repair
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**