

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Upper Marlboro MD 20746MECHANIC SIGNATURE: [Signature]DATE: 9/9/14LOCATION/RM #: Sec Notes WO# 10567 ASSET # Sec NotesSTART TIME: 11:45FINISH TIME: 1:15

1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	/			
2	Schedule shutdown with operating personnel, as needed.	/			
3	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.	/			
1	Check fan blades for dust buildup and clean if necessary.	/			<u>all good</u>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	/			<u>don't</u>
3	Tighten all electrical connectors to proper torque as needed.	/			<u>all good</u>
4	Check that the fan runs properly in all speeds as applicable.	/			<u>un. g's shut down / Bldg vacated</u>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/			<u>all good</u>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/			<u>shut down / Bldg vacated</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.	/			<u>done</u>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a I/E.	/			<u>No leaks visible</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/			<u>good</u>
10	Check coils for leaking, tightness of fittings.	/			<u>No leaks visible</u>
11	Use fin comb to straighten coil fins as needed.	/			<u>good</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	/			<u>good</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	/			<u>good</u>
14	Vacuum interior of unit.	/			<u>done</u>

15	Check filter door for proper gasketing and air leaks. (Correct as necessary).	✓	✓	✓	good
16	Change the filter as needed with the correct size and type filter.	✓	✓	✓	At Hays Cleared
17	Insure that drain(s) are clear and running.	✓	✓	✓	good
18	Clean up work area.	✓	✓	✓	good

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:

Bldg. in Shut down Mode / Vacated.

Asixth  
 2031 Rm 104 no access due to bldg. Vacated.  
 2032 Rm 119 ✓  
 2033 Rm 121A ✓  
 2034 Rm 121B ✓  
 2035 Rm 121C ✓