

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/DUCTLESS MINISPLIT

SITE AND BLDG #: Upper Machord MDir **LOCATION/RM #:** secates **WO#** 10567 **ASSET #** secates

MECHANIC SIGNATURE: John **DATE:** 9/9/14
START TIME: 11:45 **FINISH TIME:** 1:15

ITEM	DESCRIPTION	NOTES
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.	<input checked="" type="checkbox"/>
2	Substitute shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
4	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>
9	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/>
10	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>
11	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>
12	Check the valv(e)s for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>
13	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>
14	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>
	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>
	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>
	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>
	Vacuum interior of unit.	<input checked="" type="checkbox"/>

