

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Upper Marlboro MD016
 LOCATION/RM #: see notes WO# 10567 ASSET # see notes

MECHANIC SIGNATURE: [Signature] DATE: 9/9/14
 START TIME: 11:45 FINISH TIME: 1:15

Task		Status		Comments	
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.	✓		all good	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		done	
3	Tighten all electrical connectors to proper torque as needed.	✓		all good	
4	Check that the fan runs properly in all speeds as applicable.	✓		units shut down / Bldg Vacated	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		all good	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		shut down / Bldg Vacated	
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		done	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		No leaks visible	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		good	
10	Check coils for leaking, tightness of fittings.	✓		No leaks visible	
11	Use fin comb to straighten coil fins as needed.	✓		good	
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		good	
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓		good	
14	Vacuum interior of unit.	✓		done	

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.	✓		filters cleaned
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: Bldg. in shut down Mode/Vacated.

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