

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

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

MECHANIC  
SIGNATURE: h. t. j. m.

DATE: 9/9/14

START TIME: 11:45

FINISH 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.	/	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.	/	shot 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.	✓	<i>Filters Cleared</i>
17	Insure that drain(s) are clear and running.	✓	<i>good</i>
18	Clean up work area.	✓	<i>good</i>

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.

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