

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Riverdale MD020MECHANIC
SIGNATURE: DATE: 9/12/19

LOCATION/RM #: Various Rooms WO# 10570 ASSET # 2081-2083 START TIME: 9:30 FINISH TIME: 11:00

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

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>
18	Clean up work area.	<input checked="" type="checkbox"/>

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:

Asset # 2081 ✓
#2082 ✓
#2083 ✓