

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Riverdale MD020 MECHANIC SIGNATURE: [Signature] DATE: 9/12/19
 LOCATION/RM #: Various Rooms Bldg 31 WO# 10570 ASSET # 2081-2083 START TIME: 9:30 FINISH TIME: 1:10

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.	✓		done / 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.	✓		done	
4	Check that the fan runs properly in all speeds as applicable.	✓	N/A		Bldg shut down / vacated
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		done	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		good	
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.	✓		all good	
10	Check coils for leaking, tightness of fittings.	✓		No leaks visible	
11	Use fin comb to straighten coil fins as needed.	✓		done	
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.				
16	Change the filter as needed with the correct size and type filter.				
17	Insure that drain(s) are clear and running.				
18	Clean up work area.				

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 ✓