

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Mini Split

SITE AND BLDG #: NY023-118

MECHANIC SIGNATURE: *SIGNATURE ON FILE (Rodon)* **DATE:** 9/7/2023

LOCATION/RM #: Building 118

START TIME: _____ **FINISH TIME:** _____

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-118	24262	190917-146	PMS190917146	Trane	4TXKZ712A10NOAA	140703633X	1-pc Mini Split Various	
NY023-118	24262-1	190917-147	PMS190917146	Trane	4TXKZ712A10NOAA	14073158X	1-pc Mini Split Various	
NY023-118	24262-2	190917-148	PMS190917146	Trane	4TXKZ712A10NOAA	140703532X	1-pc Mini Split Various	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	X		
2	Check operating voltage- indicate voltage in note section	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	X		
2	Visually check control valve(s)	X		_____

3	Check operation of control valve(s)	X		
4	Check condition of coils	X		
5	Visually inspect for coil leaks	X		
6	Visually inspect for piping leaks	X		
7	Check for deterioration of gaskets	X		
8	Record differential temperatures	X		
9	Record differential pressures	X		
10	Check starter/contactor	X		
11	Check and tighten electrical connections	X		
12	Clean condensate pan and clear drain line	X		
13	Check overall condition of unit- include year of model in note section	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- indicate size in note section	N/A		
15	Change/Check filter- indicate size in note section	X		
16	Check integrity of cabinet hardware	X		
17	Inspect motor mounting isolators	X		
18	Check condition of pulley and belts	N/A		
19	Check pulley alignment	N/A		

20	Remove and dispose of any debris from any maintenance activity	X		
21	Document tasks performed during visit and report any observations to supervisor	X		

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: HVAC Technician **Additional Notes:**