

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

**SITE AND BLDG #:** NY023-118

**MECHANIC  
SIGNATURE:**

DEEN ROVE

**DATE:** 7/1/20

**LOCATION/RM #:** B. 118 outside condenser / indoor office units

**START TIME:** 9am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-118	10213	190917-146	PMS190 917146	Trane	4TXKZ712A10NOAA	140703633X	1-pc Mini Split Various	
NY023-118	10213	190917-147	PMS190 917146	Trane	4TXKZ712A10NOAA	14073158X	1-pc Mini Split Various	
NY023-118	10213	190917-148	PMS190 917146	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	—	✓	
2	Check operating voltage-indicate voltage in note section	✓	—	208/230 ✓
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓	—	6 amps
2	Visually check control valve(s)	—	—	_____
3	Check operation of control valve(s)	—	—	

4	Check condition of coils	✓		
5	Visually inspect for coil leaks	✓		
6	Visually inspect for piping leaks	✓		
7	Check for deterioration of gaskets	✓		
8	Record differential temperatures	✓		
9	Record differential pressures	✓		
10	Check starter/contactors	✓		
11	Check and tighten electrical connections	✓		
12	Clean condensate pan and clear drain line	✓		
13	Check overall condition of unit- <b>include year of model in note section</b>	✓		2015

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- <b>indicate size in note section</b>	—	—	no belt
15	Change/Check filter- <b>indicate size in note section</b>	✓		Cleaned
16	Check integrity of cabinet hardware	—	—	n/a
17	Inspect motor mounting isolators	N	A	
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	✓		

21	Document tasks performed during visit and report any observations to supervisor	✓		
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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:**

