

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

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

**LOCATION/RM #:** Offices / Condensers Outside

**MECHANIC SIGNATURE:** DEEN ROWE

**DATE:** 9/1/21

**START TIME:** 9am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-118	14823	190917-146	PMS1 9091 7146	Trane	4TXKZ712A10N OAA	140703633X	1-pc Mini Split Various	
NY023-118	14823	190917-147	PMS1 9091 7146	Trane	4TXKZ712A10N OAA	14073158X	1-pc Mini Split Various	
NY023-118	14823	190917-148	PMS1 9091 7146	Trane	4TXKZ712A10N OAA	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- <b>indicate voltage in note section</b>	✓		220✓
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check amperage- <b>indicate voltage in note section</b>	✓		4 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/contactor	✓		
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>	✓		2009

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>	✓	A	No Belts
15	Change/Check filter- <b>indicate size in note section</b>	✓		Clear Filter
16	Check integrity of cabinet hardware	✓		
17	Inspect motor mounting isolators	✓		

18	Check condition of pulley and belts	✓	A	
19	Check pulley alignment	✓	A	
20	Remove and dispose of any debris from any maintenance activity	✓		
21	Document tasks performed during visit and report any observations to supervisor	✓		

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:**

