

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

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

**MECHANIC  
SIGNATURE:** *Deen Rose*

**DATE:** *3/1/23*

**LOCATION/RM #:** *Building 118*

**START TIME:** *9:30am*

**FINISH TIME:** *12pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-118	21429	190917-146	PMS190917146	Trane	4TXKZ712A10NOAA	140703633X	1-pc Mini Split Various	
NY023-118	21429	190917-147	PMS190917146	Trane	4TXKZ712A10NOAA	14073158X	1-pc Mini Split Various	
NY023-118	21429	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	
<b>SPECIAL INSTRUCTIONS</b>				
1	Check/Lubricate blower and motor bearings	✓		
2	Check operating voltage- <b>indicate voltage in note section</b>	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check amperage- <b>indicate voltage in note section</b>	✓		
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>	✓	/	

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>	✓	✗	
15	Change/Check filter- <b>indicate size in note section</b>	✓	/	
16	Check integrity of cabinet hardware	✓	/	
17	Inspect motor mounting isolators	✓	/	
18	Check condition of pulley and belts	✓	✗	
19	Check pulley alignment	✓	✗	

20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>	<input 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: HVAC Technician **Additional Notes:**

