

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

**SITE AND BLDG #:** NY023-123

**MECHANIC  
SIGNATURE:**

*Deen Rose* **DATE:** 9/2/20

**LOCATION/RM #:** Arms Room, Telecom Room

**START TIME:** 12pm

**FINISH TIME:** 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	10214	190917-167	PMS1 90917 164	carrier	38maqb18r-3	1416b14990	1-pc mini split	
NY023-123	10214	190917-168	PMS1 90917 164	carrier	38maqb09-3	0925b16579	2-pc mini split	

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	-	-	Doesn't Exist
2	Check operating voltage-indicate voltage in note section	✓	-	208/230v
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓	-	
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>	✓	✓	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>	—	—	Doesn't Exist
15	Change/Check filter- <b>indicate size in note section</b>	✓	✓	Washable filters
16	Check integrity of cabinet hardware	✓	✓	
17	Inspect motor mounting isolators	✓	✓	
18	Check condition of pulley and belts	—	—	Doesn't Exist
19	Check pulley alignment	—	—	Does Not Exist

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:**



\*CM - 190917-168 still has not been working and has a leak that needs to be fixed.