

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Mini Split

SITE AND BLDG #: NY023-123

LOCATION/RM #: Arms Room / Comm Room (Outside)

MECHANIC
SIGNATURE:

DEEN ROWE

DATE: 9/3/21

START TIME: 10 Am

FINISH TIME: 11 Am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	14824	190917-167	PMS1 9091 7164	carrier	38maqb18r-3	1416b14990	1-pc mini split	
NY023-123	14824	190917-168	PMS1 9091 7164	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	✓			

2	Check operating voltage- indicate voltage in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	208 / 230V
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Visually check control valve(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Check operation of control valve(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check condition of coils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Visually inspect for coil leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Record differential temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Record differential pressures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Check starter/contactor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Change/Check filter- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaned Filter
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

18	Check condition of pulley and belts	W	A	
19	Check pulley alignment	W	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:

