

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

SITE AND BLDG #: NY023-123

MECHANIC  
SIGNATURE:

DEEN ROWE

DATE:

9/3/21

LOCATION/RM #: A/Cs Room / Comm's Room (Outside)

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	38maq18r-3	1416b14990	1-pc mini split	
NY023-123	14824	190917-168	PMS1 9091 7164	carrier	38maq09-3	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- <b>indicate voltage in note section</b>	✓		208 / 230v
<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/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>	✓		

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	
15	Change/Check filter- <b>indicate size in note section</b>	✓		Cleaned 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:**

