

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

**SITE AND BLDG #:** NY023-200

**LOCATION/RM #:** Roof / Telecom Room

**MECHANIC  
SIGNATURE:** *Dun R. Rose*

**DATE:** 3/10/22

**START TIME:** 11am

**FINISH TIME:** 12 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	16544	9436	PM-SA-9436	Daikin	FTXS15DVJU	E001473	J-15 1-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	N	A	
2	Check operating voltage- <b>indicate voltage in note section</b>	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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	N	A	
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>	N	A	
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	N	A	
19	Check pulley alignment	N	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:**

\* Missing Remote / Thermostat for Asset # 9436. Unit can't work properly without Remote / Thermostat. (Air Handler in Room 3001A/302A)

