

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Mini Split

SITE AND BLDG #: NY023-200

MECHANIC
SIGNATURE:

Deen Rowe

DATE: 3/10/20

LOCATION/RM #:

1st floor

START TIME:

8am

FINISH TIME:

8am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	7611	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	<div></div>	<div></div>	
2	Check operating voltage-indicate voltage in note section	<div></div>	<div></div>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	<div></div>	<div></div>	
2	Visually check control valve(s)	<div></div>	<div></div>	<div></div>
3	Check operation of control valve(s)	<div></div>	<div></div>	

4	Check condition of coils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Visually inspect for coil leaks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Visually inspect for piping leaks	<input type="checkbox"/>	<input type="checkbox"/>	
7	Check for deterioration of gaskets	<input type="checkbox"/>	<input type="checkbox"/>	
8	Record differential temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Record differential pressures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Check starter/contactors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Check and tighten electrical connections	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	
15	Change/Check filter- indicate size in note section	<input type="checkbox"/>	<input type="checkbox"/>	
16	Check integrity of cabinet hardware	<input type="checkbox"/>	<input type="checkbox"/>	
17	Inspect motor mounting isolators	<input type="checkbox"/>	<input type="checkbox"/>	
18	Check condition of pulley and belts	<input type="checkbox"/>	<input type="checkbox"/>	
19	Check pulley alignment	<input type="checkbox"/>	<input type="checkbox"/>	
20	Remove and dispose of any debris from any maintenance activity	<input type="checkbox"/>	<input type="checkbox"/>	

21	Document tasks performed during visit and report any observations to supervisor	—	—	
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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:**

* I can't get access to this room

AFOS Lou doesn't have the key either.

* It has a special lock.

