

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT**

SITE AND BLDG #: **NY030N01**

**MECHANIC**  
**SIGNATURE:** James R Groft Jr

**DATE:** 04/17/2025

**LOCATION/RM #:** **WO# 18400**      **ASSET # 4462**

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	X		  
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	X		
2	Check fan blades and moving parts for cracks and excessive wear.	X		
3	Tighten all electrical connectors to proper torque as needed.	X		
4	Check that the fan runs properly in all speeds as applicable.		X	<b>UNITS WILL NOT CYCLE ON IF ROOM TEMP IS AT SET POINT</b>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	X		  
7	Lubricate mechanical connections of dampers sparingly as applicable.	X		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	X		
9	Clean coils by brushing, blowing, vacuuming	X		
10	Check coils for leaking, tightness of fittings.	X		
11	Use fin comb to straighten coil fins as needed.	X		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	X		 
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly		X	N/A
14	Vacuum interior of unit.	X		
15	Check filter door for proper gasketing and air leaks. Correct as needed.	X		
16	Change the filter as needed with the correct size and type filter.		X	Filter gets checked Quarterly <b>NOT DIRTY AS UNITS ARE CYCLED OFF SINCE LAST PM</b>
17	Insure that drain(s) are clear and running. - Install condensate tablet	X		
18	Clean up work area. - Record Humidity level in area	X		Humidity <b>35</b> %

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: General Maintenance Worker

**Additional Notes:**