

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT

SITE AND BLDG #: **NY052N01****MECHANIC****SIGNATURE:** James R Groft Jr**DATE:** 07/30/2025**LOCATION/RM #:****WO# 19411****ASSET #4547****START TIME:****FINISH TIME:**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|----------------------|-----------|--|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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 | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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. | | | |
| 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 | | |
| 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 |
| 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 40 % |

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: