

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Mini Split

SITE AND BLDG #: NY058-02

MECHANIC
SIGNATURE:

Deen Rowe

DATE: 9/22/20

LOCATION/RM #: N/A

START TIME: 1230 pm

FINISH TIME: 1230 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	10221	190917-311	PMS1 90917 311	leibert	Pfh027a-pl7	1031n201508	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	—	—	
2	Check operating voltage- indicate voltage in note section	—	—	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	—	—	
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- include year of model in note section	✓	✓	

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	✓	✓	
15	Change/Check filter- indicate size in note section	✓	✓	
16	Check integrity of cabinet hardware	✓	✓	
17	Inspect motor mounting isolators	✓	✓	
18	Check condition of pulley and belts	✓	✓	
19	Check pulley alignment	✓	✓	
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:**

* Needs to be removed from checklist this is not a mini-split it has condensing unit checklist and air handler checklist already.

