

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: NY058-104

MECHANIC  
SIGNATURE:

*Mike Wolf*

DATE:

*9/25/19*

LOCATION/RM #:

START TIME:

*11am*

FINISH TIME:

*noon*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description    | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|----------------------|----------------|
| NY058-104     | 5334 | 10262   |      |              |              |          | J-15 2-pc Mini Split |                |
| NY058-104     | 5335 | 10263   |      |              |              |          | J-15 2-pc Mini Split |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |     | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                  | YES           | NO  |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                  |               |     |                                                                         |
| 1                                          | In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓             |     |                                                                         |
| 2                                          | Schedule shutdown with operating personnel, as needed.                                                                                                                           | ✓             |     |                                                                         |
| 3                                          | 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.           |               | N/A |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |               |     |                                                                         |
| 1                                          | Check fan blades for dust buildup and clean if necessary.                                                                                                                        | ✓             |     |                                                                         |
| 2                                          | When applicable, check fan blades and moving parts for cracks and excessive wear.                                                                                                | ✓             |     |                                                                         |
| 3                                          | Tighten all electrical connectors to proper torque as needed.                                                                                                                    | ✓             |     |                                                                         |
| 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.                                                | ✓             |     |                                                                         |
| 6                                          | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.                                                            | ✓             |     |                                                                         |
| 7                                          | Lubricate mechanical connections of dampers sparingly as applicable.                                                                                                             | ✓             |     |                                                                         |
| 8                                          | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.                                                                                  | ✓             |     |                                                                         |
| 9                                          | Clean coils by brushing, blowing, vacuuming, or pressure washing.                                                                                                                | ✓             |     |                                                                         |

|    |                                                                                                              |   |  |  |
|----|--------------------------------------------------------------------------------------------------------------|---|--|--|
| 10 | Check coils for leaking, tightness of fittings.                                                              | ✓ |  |  |
| 11 | Use fin comb to straighten coil fins as needed.                                                              | ✓ |  |  |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable.<br>Replace belts when necessary. | ✓ |  |  |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly                          | ✓ |  |  |
| 14 | Vacuum interior of unit.                                                                                     | ✓ |  |  |

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|-------------|-----------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|             |                                                                             | YES           | NO |                                                                         |
| 15          | Check filter door for proper gasketing and air leaks. Correct as necessary. | ✓             |    |                                                                         |
| 16          | Change the filter as needed with the correct size and type filter.          | ✓             |    |                                                                         |
| 17          | Insure that drain(s) are clear and running.                                 | ✓             |    |                                                                         |
| 18          | Clean up work area.                                                         | ✓             |    |                                                                         |

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:**



