

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

**SITE AND BLDG #:** NY058-104

**LOCATION/RM #:** Outs / IT Room / Electrical Room

**MECHANIC  
SIGNATURE:** Deen Rowe

**DATE:** 9/25/20

**START TIME:** 8 Am

**FINISH TIME:** 12 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	10077	10262	PM-SA-10262	Liebert	131093	1536521	J-15 2-pc Mini Split	
NY058-104	10078	10263	PM-SA-10263	Liebert			J-15 2-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- <b>indicate voltage in note section</b>			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- <b>indicate voltage in note section</b>			
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/contactor			
11	Check and tighten electrical connections			
12	Clean condensate pan and clear drain line			
13	Check overall condition of unit- <b>include year of model in note section</b>			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- <b>indicate size in note section</b>			
15	Change/Check filter- <b>indicate size in note section</b>			
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			
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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:**

- \* This is not a mini-split this is A condenser and evaporator unit, there is no pulley and belt. or Cabinets
- \* No Access to indoor units and there is 5 total units not 2.
- \* No key to get to Indoor Units.