

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

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

**MECHANIC  
SIGNATURE:** *Deen Rose*

**DATE:** 3/29/21

**LOCATION/RM #:** Electrical 150 and Electrical 131

**START TIME:** 8am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	12097	10262	PM-SA-10262	Liebert	131093	1536521	J-15 2-pc Mini Split	
NY058-104	12098	10263	PM-SA-10263	Liebert			J-15 2-pc Mini Split	

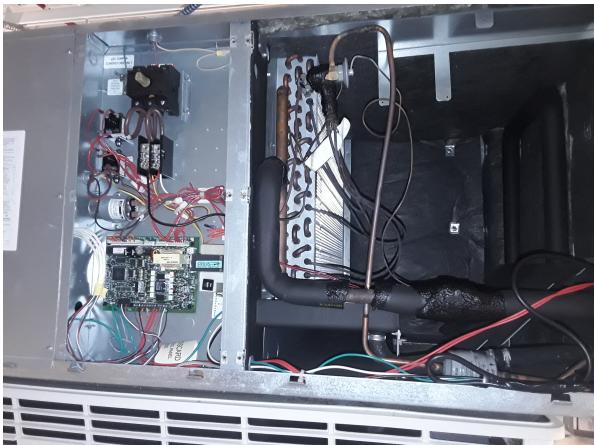
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	<i>N</i>	<i>A</i>	
2	Check operating voltage-indicate voltage in note section	<i>✓</i>		<i>208 ✓</i>
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	<i>✓</i>		<i>2amps</i>
2	Visually check control valve(s)	<i>✓</i>		
3	Check operation of control valve(s)	<i>✓</i>		
4	Check condition of coils	<i>✓</i>		

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>	✓	A	
15	Change/Check filter- <b>indicate size in note section</b>	✓		(1) 16x25x4 Merv 7 filter
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:**

\* Asset # 10262 condensate pump is malfunctioning, it keeps running.



\* Need to order more filters 16x25x4 (Merv 7 filter)