

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Mini Split

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

**MECHANIC  
SIGNATURE:** *Deen Rowe*

**DATE:** *3/28/23*

**LOCATION/RM #:** *Building 104*

**START TIME:** *12pm*

**FINISH TIME:** *2pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	21308	10262	PM-SA-10262	Liebert	131093	1536521	J-15 2-pc Mini Split	
NY058-104	21309	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	<input checked="" type="checkbox"/>		
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>		
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>		
8	Record differential temperatures	<input checked="" type="checkbox"/>		
9	Record differential pressures	<input checked="" type="checkbox"/>		
10	Check starter/contactor	<input checked="" type="checkbox"/>		
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>		
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>		
13	Check overall condition of unit- <b>include year of model in note section</b>	<input checked="" type="checkbox"/>		

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>	<input checked="" type="checkbox"/>		
15	Change/Check filter- <b>indicate size in note section</b>	<input checked="" type="checkbox"/>		
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>		
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>		
18	Check condition of pulley and belts	<input checked="" type="checkbox"/>		
19	Check pulley alignment	<input checked="" type="checkbox"/>		
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>		
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>		



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 #10263 is leaking, piping needs to be checked for leaks.