

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Mini Split

SITE AND BLDG #: NY058-104

MECHANIC

SIGNATURE: *Signature on File (Rodon)*

DATE: 9/14/2023

LOCATION/RM #: Building 104

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	24137	10262	PM-SA-10262	Liebert	131093	1536521	J-15 2-pc Mini Split	
NY058-104	24138	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	X		
2	Check operating voltage-indicate voltage in note section	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	X		
2	Visually check control valve(s)	X		_____
3	Check operation of control valve(s)	X		
4	Check condition of coils	X		

5	Visually inspect for coil leaks	<i>X</i>		
6	Visually inspect for piping leaks	<i>X</i>		
7	Check for deterioration of gaskets	<i>X</i>		
8	Record differential temperatures	<i>X</i>		
9	Record differential pressures	<i>X</i>		
10	Check starter/contactors	<i>X</i>		
11	Check and tighten electrical connections	<i>X</i>		
12	Clean condensate pan and clear drain line	<i>X</i>		
13	Check overall condition of unit- include year of model in note section	<i>X</i>		

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

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:**