

March checklists 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: <u>ny116-02</u>		12145		10767		Ramon V		DATE: 3-24-25																																																																																																																																					
LOCATION/RM #:		WO# 12146		ASSET # 10768		START TIME:		FINISH TIME:																																																																																																																																					
<table border="1"> <thead> <tr> <th rowspan="2">CHECK POINT</th> <th rowspan="2">CHECKPOINT DESCRIPTION</th> <th colspan="2">TASK COMPLETE</th> <th colspan="2">NOTES/ ACTIONS</th> </tr> <tr> <th>YES</th> <th>NO</th> <th colspan="2">(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</th> </tr> <tr> <th colspan="10">SPECIAL INSTRUCTIONS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>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.</td> <td>yes</td> <td>yes</td> <td colspan="2"></td> </tr> <tr> <td>2</td> <td>Schedule shutdown with operating personnel, as needed.</td> <td>yes</td> <td>yes</td> <td colspan="2"></td> </tr> <tr> <td>3</td> <td>As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. 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		YES	NO	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	yes		
16	Change the filter as needed with the correct size and type filter.	yes		
17	Insure that drain(s) are clear and running.	yes		
18	Clean up work area.	yes		

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: