

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126N01MECHANIC
SIGNATURE: James R Groft JrDATE: 03/07/2025LOCATION/RM #: _____ WO# 18200 ASSET # 5118

START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.		☒	NO ACCESS AT THIS TIME
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.		☒	
2	Check all electrical connections		☒	
3	Check that the fan runs properly in all speeds as applicable.		☒	
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.		☒	
5	Check filter door for proper gasketing and air leaks. Correct as needed.		☒	
6	Change or Clean filter as needed. Filters get checked quarterly.		☒	
7	Ensure condensate pump is working properly and that the drain lines are clear.		☒	
8	Clean up work area.		☒	

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: