

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126N01

MECHANIC

SIGNATURE: James R Groft JrDATE: 09/15/2025

LOCATION/RM #:

WO# 20002ASSET # 5117 & 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.	X		OUT OF SERVICE PENDING REPAIR	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check fan blades for dust buildup and clean if necessary.		X		
2	Check all electrical connections		X		
3	Check that the fan runs properly in all speeds as applicable.		X		
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.		X		
5	Check filter door for proper gasketing and air leaks. Correct as needed.		X		
6	Change or Clean filter as needed. Filters get checked quarterly.		X		
7	Ensure condensate pump is working properly and that the drain lines are clear.		X		
8	Clean up work area.	X			

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: