PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: NY126N01

MECHANIC SIGNATURE: James R Groft **DATE:** 03/25/2026

LOCATION/RM #: **WO#** 21402 **ASSET #** 5118

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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		
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 condenste 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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: