

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: **NY126N02**

MECHANIC
SIGNATURE: **James R Groft Jr**

DATE: **03/07/2025**

LOCATION/RM #:

WO# **18203**ASSET # **5199**

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. | <input checked="" type="checkbox"/> | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. | <input checked="" type="checkbox"/> | | |
| 2 | Check all electrical connections | <input checked="" type="checkbox"/> | | |
| 3 | Check that the fan runs properly in all speeds as applicable. | <input checked="" type="checkbox"/> | | |
| 4 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. | <input checked="" type="checkbox"/> | | |
| 5 | Check filter door for proper gasketing and air leaks. Correct as needed. | <input checked="" type="checkbox"/> | | |
| 6 | Change or Clean filter as needed. Filters get checked quarterly. | <input checked="" type="checkbox"/> | | |
| 7 | Ensure condensate pump is working properly and that the drain lines are clear. | <input checked="" type="checkbox"/> | | |
| 8 | Clean up work area. | <input checked="" type="checkbox"/> | | |

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: