

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: **NY126N02****MECHANIC****SIGNATURE:** James R Groft Jr**DATE:** 06/25/2025**LOCATION/RM #:****WO# 19055****ASSET #5199****START TIME:****FINISH TIME:**

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
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	NO ACCESS AT THIS TIME
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**