

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **FAN COIL UNIT/ DUCTLESS MINI SPLIT**

ACTIVITY AND BLDG #: PA051-19402MECHANIC
SIGNATURE: SKDATE: 9/18/19LOCATION: OFFICE 2010898 4657START TIME: 1240FINISH TIME: 1250

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Schedule shutdown with operating personnel, as needed.	✓		
3	Review manufacturer's instructions.	✓		
4	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check that the fan runs properly in all speeds as applicable.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
6	Check damper actuators and linkage for proper operation as applicable.	✓		
7	Adjust linkage on dampers if out of alignment.			NA
8	Lubricate mechanical connections of dampers sparingly as applicable.			NA
9	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.			NA
10	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
11	Check coils for leaking, tightness of fittings.			NA
12	Use fin comb to straighten coil fins as needed.			NA
13	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.			NA
14	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓		
14	Check freestat for proper temperature setting and operation on units with outside air.	✓		

15	Vacuum interior of unit.	✓			
16	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓			
17	Change the filter as needed with the correct size and type filter.	✓			WASHED
18	Insure that drain(s) are clear and running.	✓			
19	Clean up work area.	✓			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes: