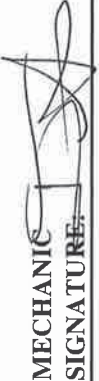


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

ACTIVITY AND BLDG #: Pa 166-01

MECHANIC
SIGNATURE: 

DATE: 9-23-19

LOCATION: 1046 wing #10951 Asset # 5220

START TIME: 9:20

FINISH TIME: 9:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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. Adjust linkage on dampers if out of alignment.	✓		
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins as needed.	✓		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	✓	NA
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.		✓	NA
17	Change the filter as needed with the correct size and type filter.	✓		
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:

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

ACTIVITY AND BLDG #: Pa 16-01

MECHANIC
SIGNATURE: 

DATE: 9-23-19

LOCATION: 307B wa# 10951 Asst# 5221

START TIME: 11

FINISH TIME: 11:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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. Adjust linkage on dampers if out of alignment.	✓		
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins as needed.	✓		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	✓	WA
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Check freezestat 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.	✓	✓	NA
17	Change the filter as needed with the correct size and type filter.	✓		
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA 166 MECHANIC SIGNATURE: [Signature] DATE: 9/23/19
LOCATION/RM #: Basement WO# 16951 ASSET # 5335 START TIME: 16:40 FINISH TIME: 16:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS 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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	☒		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	☒		<u>7 no Computer Access</u>
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	☒		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	☒		
4	Check electrical power connections including incoming line voltage.	☒		
5	Check all fuses for evidence of heating or weakening.	☒		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	☒		
7	If applicable, check relays for burnt contact points.	☒		
8	Check all point labels are correct and up to date, if applicable.	☒		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	☒		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA166 MECHANIC SIGNATURE: [Signature] DATE: 9/23/19

LOCATION/RM #: Bldg Rm WO# 10951 ASSET # 5331 START TIME: 16:30 FINISH TIME: 18:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS 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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	☒		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	☒		7 No Compare Access
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	☒		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	☒		
4	Check electrical power connections including incoming line voltage.	☒		
5	Check all fuses for evidence of heating or weakening.	☒		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	☒		
7	If applicable, check relays for burnt contact points.	☒		
8	Check all point labels are correct and up to date, if applicable.	☒		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	☒		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA 166

MECHANIC
SIGNATURE: [Signature]

DATE: 9/23/19

LOCATION/RM #: MunRm WO# 16951 ASSET # 5330

START TIME: 10:20

FINISH TIME: 10:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	☒		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	☒		<u>7 No Computer Access</u>
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	☒		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	☒		
4	Check electrical power connections including incoming line voltage.	☒		
5	Check all fuses for evidence of heating or weakening.	☒		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	☒		
7	If applicable, check relays for burnt contact points.	☒		
8	Check all point labels are correct and up to date, if applicable.	☒		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	☒		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA 166

MECHANIC SIGNATURE: *[Signature]*

DATE: 9/23/19

LOCATION/RM #: Mech Room WO# 1051 ASSET # 5271

START TIME: 10:10

FINISH TIME: 16:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE IS 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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	☒			
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	☒			<i>NO Computer Access</i>
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	☒			
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	☒			
4	Check electrical power connections including incoming line voltage.	☒			
5	Check all fuses for evidence of heating or weakening.	☒			
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	☒			
7	If applicable, check relays for burnt contact points.	☒			
8	Check all point labels are correct and up to date, if applicable.	☒			
9	Check all plug connections in the panel to ensure the plugs are fully seated.	☒			

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA 166

MECHANIC SIGNATURE: *[Signature]* DATE: 9/23/19

LOCATION/RM #: Left WO# 16951 ASSET # 5379

START TIME: 10:00 FINISH TIME: 10:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	✓		No Computer Access
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	✓		
4	Check electrical power connections including incoming line voltage.	✓		
5	Check all fuses for evidence of heating or weakening.	✓		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	✓		
7	If applicable, check relays for burnt contact points.	✓		
8	Check all point labels are correct and up to date, if applicable.	✓		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	✓		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **PA 166**

MECHANIC
SIGNATURE: *[Signature]*

DATE: **9/23/19**

LOCATION/RM #: ~~10951~~ **10951** ASSET # **5230**
Loft yard

START TIME: **10:50**

FINISH TIME: **11:10**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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 outage of unit with personnel in area the unit serves.	☒		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	☒		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	☒		
3	Straighten fin tubes with fin comb, as needed.	☒		
4	Check electrical connections for tightness.	☒		
5	Check mounting base for tightness.	☒		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	☒		
7	Inspect all piping for leaks and tighten loose connections.	☒		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	☒		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	☒		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	☒		
11	Clean up work area.	☒		

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.