

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

WU 053-01

MECHANIC

John M. Hunter

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU 043-01

LOCATION/RM #: 13 WO# 7813

ASSET # 5083

MECHANIC
SIGNATURE: *Mark M. May*

DATE: 3/22/19

START TIME: 11:45

FINISH TIME: 12:00

NOTES/ ACTIONS
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS
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	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.	✓		
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. Lubricate mechanical connections of dampers sparingly as applicable.	✓		
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
8	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
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.	✓		
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓		
14	Vacuum interior of unit.	✓		
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓		
16	Change the filter as needed with the correct size and type filter.	✓		
17	Insure that drain(s) are clear and running.	✓		
18	Clean up work area.	✓		

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

N/A

WASHED

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLITSITE AND BLDG #: *BNV* 043-01LOCATION/RM #: *Server* WO# *7853*ASSET # *5088*MECHANIC
SIGNATURE: *Scallop*DATE: *3/22/18*FINISH TIME: *12:15*

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	Schedule shutdown with operating personnel, as needed.	✓	✓	
3	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.	✓	✓	
4	Check fan blades for dust buildup and clean if necessary.	✓	✓	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	✓	
6	Tighten all electrical connectors to proper torque as needed.	✓	✓	
7	Check that the fan runs properly in all speeds as applicable.	✓	✓	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	✓	
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓	✓	
10	Lubricate mechanical connections of dampers sparingly as applicable.	✓	✓	
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	✓	
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	✓	
13	Check coils for leaking, tightness of fittings.	✓	✓	
14	Use fin comb to straighten coil fins as needed.	✓	✓	

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- Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- Vacuum interior of unit.
- Check filter door for proper gasketing and air leaks. Correct as necessary.
- Change the filter as needed with the correct size and type filter.
- Insure that drain(s) are clear and running.
- Clean up work area.

*N/A**N/A**WASHED*

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU043 -01

LOCATION/RM #: 11 WO# 7883

ASSET # 5089

MECHANIC
SIGNATURE: *Scott H. Murphy*

DATE: 3/22/19

START TIME: 12:15

FINISH TIME: 12:30

NOTES/ ACTIONS
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS
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	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.	✓		
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. Lubricate mechanical connections of dampers sparingly as applicable.	✓		N/A
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		N/A
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.	✓		

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12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	N/A
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓	N/A
14	Vacuum interior of unit.	✓	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓	
16	Change the filter as needed with the correct size and type filter.	✓	
17	Ensure that drain(s) are clear and running.	✓	
18	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 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:

Unit will not work

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

WU 043-01

LOCATION/RM #: 16

WO# 7983

ASSET # 5161

MECHANIC
SIGNATURE

START TIME: 12:30

DATE:

3/22/19

FINISH TIME: 12:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
			(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	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.	✓	
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.	✓	N/A
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	N/A
0	Check coils for leaking, tightness of fittings. Use fin comb to straighten coil fins as needed.	✓	
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Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. Check rigid couplings for alignment on direct drives, and for tightness of assembly. Vacuum interior of unit. Check filter door for proper gasketing and air leaks. Correct as necessary. Change the filter as needed with the correct size and type filter. Insure that drain(s) are clear and running. Clean up work area. The technician shall perform any repairs identified during this inspection. A maximum of \$250 open a corrective action.			

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WV 043 01

LOCATION/RM #: 8

WO# 7953

ASSET # 5169

MECHANIC
SIGNATURE: *Scott M. Kelly*

DATE: 3/22/19

START TIME: 12:45

FINISH TIME: 1:00

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	Schedule shutdown with operating personnel, as needed.	✓	✓	
3	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.	✓	✓	
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.	✓	✓	

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

✓ N/A
✓ N/A
✓ WASHED

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WU 043 - 01

LOCATION: Boiler Room WO# 7853 assed# 5292

MECHANIC
SIGNATURE:

TJ

DATE: 3/22/19

START TIME: 0830

FINISH TIME: 0840

ITEM #	PROCEDURE	CHECKING/INITIAL DESCRIPTION	DAILY COMPLETION		NOTES/AVAILABILITY
			NOTES	AVAILABILITY	
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.		✓		
4	Schedule work with operating personnel, as needed.		✓		
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓		
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.		✓		
7	Replace defective control safeties (as work order) found while performing preventive maintenance.		✓		
					TO BE PERFORMED DATE EACH INSPECTION SERVICE
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		✓		
2	Check and clean all electrical contacts and pneumatic orifices.		✓		
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.		✓		
4	Check for bad indicator lights and gauges and replace as necessary.		✓		
5	Test all controllers and set at proper set points.		✓		
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		✓		

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:

HVAC Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MOTORIZED DAMPERS, PNEUMATIC OR ELECTRIC

ACTIVITY AND BLDG #: WV 043 -01

MECHANIC SIGNATURE: *Jay S*

DATE: 3/22/18

LOCATION: *Bldg 101 7553 55th 8339*

START TIME: 0950

FINISH TIME: 1010

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	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	Schedule shutdown with operating personnel, as needed.			/	
3	Review manufacturer's instructions.			/	
4	During damper servicing, moveable surfaces should be cleaned and lubricated.			/	
5	For pneumatic systems, verify proper main line pressure per manufacturer's specifications, between 8-15 psi.			/	
6	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 damper for freedom of movement and proper operation. Drive actuator through full range, when applicable.			/	
2	Observe damper operation through full operating range by activating controller, when applicable, check EMS.			/	
3	Check damper surfaces for wear and clean vanes.			/	
4	Check damper end bushings for excessive wear. Replace as needed.			/	
5	Check actuator/damper linkage for proper operation. Adjust if needed. Tighten operator arm set screws.			/	
6	Lubricate mechanical connections sparingly using an approved lubricant. Wipe off excess.			/	
7	Check for proper operating voltage, signal voltage, and resistance as applicable on motorized actuators.			/	
8	If damper is used for outside air economizer, check economizer setpoints in the BAS.			/	
9	For pneumatic actuators, check for air leaks around actuator and in air line between controller and actuator.			/	
10	Lubricate actuator linkage sparingly. Wipe off excess lubricant. DO NOT LUBRICATE actuator/drive stem.			/	
11	Clean off any corrosion or rust on damper frame and or damper blades and restore original finish.			/	

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:

*R Contin**Perfum-a**2 PC*