

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT

SITE AND BLDG #: PA209

 MECHANIC
 SIGNATURE: 
 DATE: 11/17/2025

LOCATION/RM #:

WO# 20434

ASSET # 3377,3378

START TIME: 10:00AM

FINISH TIME: 11:00AM

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.	●		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	●		
2	Check fan blades and moving parts for cracks and excessive wear.	●		
3	Tighten all electrical connectors to proper torque asneeded.	●		
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.	●		
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 CM.	●		
9	Clean coils by brushing, blowing, vacuuming	●		
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	●		greased and checked belts
14	Vacuum interior of unit.	●		
15	Check filter door for proper gasketing and air leaks. Correct as needed.	●		
16	Change the filter as needed with the correct size and type filter.	●		Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.- Install condensate tablet	●		
18	Clean up work area. - Record Humidity level in area	●		Humidity %

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: