

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: VA048-01

MECHANIC
SIGNATURE: *Tu L*DATE: *6/7/19*

LOCATION/RM #:

START TIME: *10AM*FINISH TIME: *11AM*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|-------------------|--------------|----------|----------------------------------|------------------|
| VA048-01 | 8866 | 2297 | | <i>Mitsubishi</i> | | | J-1502000-15 1- pc Mini Split | <i>2nd Floor</i> |
| VA048-01 | 8866 | 2298 | | <i>Fujitsu</i> | | | J-1502000-15 1- pc Mini Split | <i>7th Floor</i> |

| 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 | 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. | | | |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly | | | |
| 14 | Vacuum interior of unit. | | | |

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|-------------|---|---------------|----|---|
| | | YES | NO | |
| 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. | | | |

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:**



