

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

**SITE AND BLDG #:** VA099-01

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial #     | Asset Description          | Asset Location |
|---------------|------|---------|------|--------------|--------------|--------------|----------------------------|----------------|
| VA099-01      | 8955 | 2367    |      | MITSUBISHI   |              | 4pc Fan Coil | J-1502000-08 3-pc Fan Coil |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:**



