


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: VA099-01

MECHANIC SIGNATURE: 

DATE: 6/13/19

LOCATION/RM #:

START TIME: 10 AM

FINISH TIME: 2 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	8870	2371		MITSUBISHI	PKA-A24KA4	2XM-03036	J-1502000-15 1-pc Mini Split Indoor Unit 3 Ton	elec room
VA099-01	8870	2372			PUZ-A24NHA4	2YU03463A	J-1502000-15 2-pc Mini Split 2 Ton	server room
VA099-01	8870	2373			PUZ-A42NHA5	2YU00164A	J-1502000-15 1-pc Mini Split 3.5 Ton	elec room
VA099-01	8870	2374			PUZ-A18NHA4	2YU00359A	J-1502000-15 1-pc Mini Split 1.5 Ton	server room
VA099-01	8870	2375			PUZ-A24NHA4	2YU03399A	J-1502000-15 1-pc Mini Split 2 Ton	
VA099-01	8870	2376			PUZ-A18NHA4	2YU00360A	J-1502000-15 1-pc Mini Split 1.5 Ton	

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.			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.			tightened drains hose clamps
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 (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: General Maint

Notes:



drain connection
small drip
2nd floor server room

