

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: VA048-02

LOCATION/RM #:	server/office	WO#	13772	ASSET #	3y272, 3y273
	break rm				3y274

MECHANIC  
 SIGNATURE:   
 DATE: 3/10/21

START TIME: 9am FINISH TIME: 5pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		
2	Check all electrical connections	<input checked="" type="checkbox"/>		
3	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	<input checked="" type="checkbox"/>		
5	Check filter door for proper gasketing and air leaks. Correct as needed.	<input checked="" type="checkbox"/>		
6	Change or Clean filter as needed. Filters get checked quarterly.	<input checked="" type="checkbox"/>		
7	Ensure condensate pump is working properly and that the drain lines are clear.	<input checked="" type="checkbox"/>		
8	Clean up work area.	<input checked="" type="checkbox"/>		

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**PTAC**

SITE AND BLDG #: VA048-02

MECHANIC  
 SIGNATURE: *Ricky Walker*

DATE: 3/3/21

LOCATION/RM #: break room WO# 13772 ASSET # 3y299

START TIME: 9am FINISH TIME: 5:30pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel, as needed.	✓		
2	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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Clean the filter with a vacuum or running water. Inspecet filter quarterly, replace/clean as needed	✓		
2	Remove the front grille and clean it with a dampened cloth.	✓		
3	Inspect the control panel door and plug. Repair deficiencies.	✓		
4	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	✓		
5	Check that condensate drains properly. Remove any debris/blockages.	✓		
6	Clean condenser coils with proper coil cleaner.	✓		
7	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	✓		
8	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	✓		
9	Clean up work area.	✓		

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To be perfomed by: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: VA048-02

MECHANIC  
SIGNATURE: *Reid S. Ulrich*

DATE: 3/10/21

LOCATION/RM #: behind bldg WO# 13772 ASSET # 3y275

START TIME: 9am FINISH TIME: 5pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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 outage of unit with personnel in area the unit serves.	✓	/	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	✓	/	
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	/	
3	Straighten fin tubes with fin comb, as needed.	✓	/	
4	Check electrical connections for tightness.	✓	/	
5	Check mounting base for tightness.	✓	/	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	/	
7	Inspect all piping for leaks and tighten loose connections.	✓	/	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	/	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	/	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	/	
11	Clean up work area.	✓	/	

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To be performed by: HVAC Technician

**Additional Notes:**