

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: Va049-01

**MECHANIC
SIGNATURE:**

DATE: 07-01-21

LOCATION/RM #: WO# **14204**

START TIME: 0900

FINISH TIME: 1630

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 Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: **VA049-01**MECHANIC
SIGNATURE: DATE: **07-02-21**LOCATION/RM #: **WO# 14204** ASSET # **2324**START TIME: **0900**FINISH TIME: **1630**

| 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. | | | unit decommissioned |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. | | | |
| 2 | Check all electrical connections | | | |
| 3 | Check that the fan runs properly in all speeds as applicable. | | | |
| 4 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. | | | |
| 5 | Check filter door for proper gasketing and air leaks. Correct as needed. | | | |
| 6 | Change or Clean filter as needed. Filters get checked quarterly. | | | |
| 7 | Ensure condensate pump is working properly and that the drain lines are clear. | | | |
| 8 | Clean up work area. | | | |

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To be performed by: General Maintenance Worker

Additional Notes: