

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FAN COIL UNIT

SITE AND BLDG #: WV010-02  
14635  
 LOCATION/RM #: WO# 14650 ASSET # 3988

MECHANIC SIGNATURE:  DATE: Jan 9, 2024  
 START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

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.		•	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.		•	
2	Check fan blades and moving parts for cracks and excessive wear.		•	
3	Tighten all electrical connectors to proper torque asneeded.		•	
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.		•	
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 CM.		•	
9	Clean coils by brushing, blowing, vacuuming		•	
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.		•	
15	Check filter door for proper gasketing and air leaks. Correct as needed.		•	
16	Change the filter as needed with the correct size and type filter.		•	Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.- Install condensate tablet		•	
18	Clean up work area. - Record Humidity level in area		•	Humidity %

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**