

No personnel available due to weather

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

**SITE AND BLDG #:** WV002-02

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

| Site Location | WO # | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description          | Asset Location |
|---------------|------|---------|------------|--------------|--------------|----------|----------------------------|----------------|
| WV002-02      | 6689 | 4464    | PM-SA-4165 |              |              |          | J-1502000-08 2-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.<br>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:**

