

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

**SITE AND BLDG #:** WV006-01

**MECHANIC  
SIGNATURE:**

*Andy Bird* **DATE:** 12-6-18

**LOCATION/RM #:**

**START TIME:** 8:30am

**FINISH TIME:** 3pm

Site Location	WO #	Asset #	PM #	Manuf acturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	6650	4030	PM-SA-4030	Inter tek	EZ15AZ16F8 NIOAB	J16-44 267	J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling	RM 103
WV006-01	6650	4031	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling	RM 107
WV006-01	6650	4032	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A	RM 108
WV006-01	6650	4033	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A	RM 109
WV006-01	6650	4034	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A	RM 127
WV006-01	6650	4035	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A	RM 128
WV006-01	6650	4036	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B	RM 130A
WV006-01	6650	4037	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B	RM 130B
WV006-01	6650	4038	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling C	RM 131
WV006-01	6650	4039	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling C	RM 133
WV006-01	6650	4040	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling	RM 191
WV006-01	6650	4041	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling	RM 198
WV006-01	6650	4042	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A	RM 134
WV006-01	6650	4043	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A	RM 202
WV006-01	6650	4044	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B	RM 203
WV006-01	6650	4045	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B	RM 204
WV006-01	6650	4046	PM-SA-4030				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling C	RM 208

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.		✓	N/A
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.	✓		Washable
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:**

