

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

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

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:** 12PM

**FINISH TIME:** 2PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	9384	4030					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling   Quarterly Filter PM	
WV006-01	9384	4031					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling   Quarterly Filter PM	
WV006-01	9384	4032					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A   Quarterly Filter PM	
WV006-01	9384	4033					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A   Quarterly Filter PM	
WV006-01	9384	4034					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A   Quarterly Filter PM	
WV006-01	9384	4035					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A   Quarterly Filter PM	
WV006-01	9384	4036					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B   Quarterly Filter PM	
WV006-01	9384	4037					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B   Quarterly Filter PM	
WV006-01	9384	4038					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling C   Quarterly Filter PM	
WV006-01	9384	4039					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling C   Quarterly Filter PM	
WV006-01	9384	4040					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling   Quarterly Filter PM	
WV006-01	9384	4041					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling   Quarterly Filter PM	
WV006-01	9384	4042					J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A   Quarterly Filter PM	

WV006-01	9384	4043				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling A   Quarterly Filter PM	
WV006-01	9384	4044				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B   Quarterly Filter PM	
WV006-01	9384	4045				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling B   Quarterly Filter PM	
WV006-01	9384	4046				J-1502000-08 1-pc Fan Coil Unit, Heating & Cooling C   Quarterly Filter PM	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
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.		✓	n/a	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.		✓	n/a	
7	Lubricate mechanical connections of dampers sparingly as applicable.		✓	n/a	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.		✓	n/a	
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.		✓	n/a	
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		✓	N/A
14	Vacuum interior of unit.		✓	N/A

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.	✓		
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:**



