

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: WV006MECHANIC
SIGNATURE: DATE: 11-5-2025LOCATION/RM #: WO# 20454 ASSET # See Notes START TIME: 730 FINISH TIME: 330

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

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:

Assets-3002,3003,3004,3005,3202,3203,3204,3245,33
 25,3332,3337