

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FAN COIL UNIT

SITE AND BLDG #: WV007MECHANIC  
SIGNATUREDATE: 7-11-2024LOCATION/RM #: \_\_\_\_\_ WO# 16061 ASSET # 4498,4517 START TIME: 730 FINISH TIME: 100PM

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:**