

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: WV007MECHANIC  
SIGNATURE: Brian M. DonatDATE: 6-12-2025LOCATION/RM #: WO# 18914 ASSET # 9183,9184 START TIME: 800 FINISH TIME: 400

| 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 all electrical connections                                                                                                                                       | ●             |    |                                                                         |
| 3                                          | Check that the fan runs properly in all speeds as applicable.                                                                                                          | ●             |    |                                                                         |
| 4                                          | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.                                                                                  | ●             |    |                                                                         |
| 5                                          | Check filter door for proper gasketing and air leaks. Correct as needed.                                                                                               | ●             |    |                                                                         |
| 6                                          | Change or Clean filter as needed. Filters get checked quarterly.                                                                                                       | ●             |    |                                                                         |
| 7                                          | Ensure condensate pump is working properly and that the drain lines are clear.                                                                                         | ●             |    |                                                                         |
| 8                                          | 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:**