

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

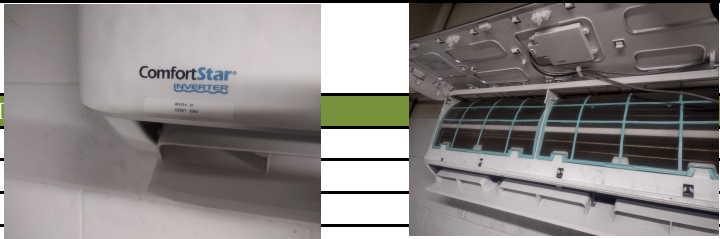
### DUCTLESS MINI SPLIT

MECHANIC SIGNATURE: *R. Shaw A. Bank* DATE: Dec 6, 2023

SITE AND BLDG #: WV014-01

LOCATION/RM #: WO# 14440 ASSET # 5243

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

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.	●				
TO BE PERFORMED AT EACH INSPECT						
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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**