

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #:

WV020-01

MECHANIC
SIGNATURE:


DATE: Jul 8, 2024

LOCATION/RM #:

WO# 16025 ASSET # See Notes

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	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 contactors for compressors and fan.	●		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	●		
6	Lubricate mechanical connections of dampers sparingly as applicable.	●		
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request	●		
8	Clean coils by brushing, blowing, vacuuming	●		
9	Use fin comb to straighten coil fins as needed.		●	
10	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		●	
11	Vacuum interior of unit.-Wipe down exterior of unit	●		
12	Change the filter as needed with the correct size and type filter. Minimum annual Replacement.	●		
13	Insure that drain(s) are clear and running.-Install condensate tablet		●	
14	Clean up work area. - Record Humidity level in building	●		Humidity _____ %
15	Sign and date yellow maintenance tag.	●		

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: covers assets 4048 4091 4092