


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WV 041 -01

MECHANIC

SIGNATURE: 

LOCATION/RM #: Baker 2 WO# 10939

ASSET # 5159

START TIME: 8:15

DATE: 9/20/19

FINISH TIME: 8:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	-	-	
2	Schedule shutdown with operating personnel, as needed.	-	-	
3	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.	-	-	
1	Check fan blades for dust buildup and clean if necessary.	-	NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	-	NA	
3	Tighten all electrical connectors to proper torque as needed.	-	-	
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.	-	-	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	-	NA	
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 UE.	-	-	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	-	-	
10	Check coils for leaking, tightness of fittings.	-	-	
11	Use fin comb to straighten coil fins as needed.	-	NA	

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- 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 necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WU 041 -01LOCATION: Barker Room WU # 16839 Asset # 5283MECHANIC
SIGNATURE: [Signature]DATE: 9/20/19START TIME: 825FINISH TIME: 830

DESCRIPTION		COMPLETION		REMARKS	
NO.	DESCRIPTION	YES	NO	REMARKS	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.				
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.				
3	Schedule work with operating personnel, as needed.				
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.				
6	Replace defective control safeties (as work order) found while performing preventive maintenance.				
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.				
8	Check and clean all electrical contacts and pneumatic orifices.				
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.				
10	Check for bad indicator lights and gauges and replace as necessary.				
11	Test all controllers and set at proper set points.				
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.				

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

Barker Control Panel

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WV 041-001

MECHANIC
SIGNATURE:

DATE:

9/20/18

LOCATION: Back Room Wall 10939 Asset # 5289

START TIME:

FINISH TIME:

GENERAL INSTRUCTIONS		TYPICAL INSTRUCTIONS		TYPICAL INSTRUCTIONS	
NO.	DESCRIPTION	YES	NO	YES	NO
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.				
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		/		
4	Schedule work with operating personnel, as needed.		/		
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/			
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.		/		
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	/			
OEM/Manufacturer's Instructions					
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.				
2	Check and clean all electrical contacts and pneumatic orifices.	/			
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/			
4	Check for bad indicator lights and gauges and replace as necessary.			NA	
5	Test all controllers and set at proper set points.	/		NA	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			NA	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

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Additional Notes:

HVAC Control Panel

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WV 041-01

MECHANIC
SIGNATURE:

DATE: 8/20/18

LOCATION: Boiler Room Unit # 10938 Asset # 5317

START TIME:

FINISH TIME:

ITEM NO.	DESCRIPTION	DATE	INITIALS	REMARKS
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			
4	Schedule work with operating personnel, as needed.			
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
7	Replace defective control safeties (as work order) found while performing preventive maintenance.			
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
2	Check and clean all electrical contacts and pneumatic orifices.			
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
4	Check for bad indicator lights and gauges and replace as necessary.			
5	Test all controllers and set at proper set points.			
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final* October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

HVAC Control Panel

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