

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WV 041-01

LOCATION/RM #: Baker 2

WO# 10939

ASSET # 5159

MECHANIC
SIGNATURE:


DATE: 8/20/18

START TIME: 8:55

FINISH TIME: 8:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

- 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.
- 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 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.
- 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
NA

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K00-046CMI Management Inc.

- 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.

NA

NA

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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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WV 041 -0
LOCATION: Barker Room wa # 10839 asset # 5283

MECHANIC
SIGNATURE:

DATE: 9/20/13

START TIME: 825

FINISH TIME: 830

ITEM #	DESCRIPTION	WORK COMPLETED	PREDICTIVE INSPECTIONS		CHILLER/HVAC/HG
			1	2	
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.		/	NP	
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.		/	NP	
10	Check for bad indicator lights and gauges and replace as necessary.		/	NP	
11	Test all controllers and set at proper set points.		/	NP	
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

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *WV 041-01*LOCATION: *Barker Room* *W# 10939 Asset # 5089*MECHANIC
SIGNATURE:DATE: *9/20/19*

START TIME:

FINISH TIME:

ITEM	DESCRIPTION/DESCRIPTION	PERFORMED		NOTES
		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.		/	
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.		/	<i>N/A</i>
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.		/	<i>N/A</i>
10	Check for bad indicator lights and gauges and replace as necessary.		/	<i>N/A</i>
11	Test all controllers and set at proper set points.		/	<i>N/A</i>
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.
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Additional Notes:

HVAC Control Panel

AC-1



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WV 041-01

LOCATION: Barker Room West 10938 Asset # 5317

MECHANIC
SIGNATURE:

DATE: 8/20/19

START TIME:

FINISH TIME:

ITEM #	DESCRIPTION	PERFORMED		NOTES
		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.		✓	
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.		✓	NA
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.		✓	100%
10	Check for bad indicator lights and gauges and replace as necessary.		✓	NA
11	Test all controllers and set at proper set points.		✓	NA
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:

HVAC Control Panel

HVAC - 1

B/C