

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

 MECHANIC  
SIGNATURE:



DATE: 12/5/24

SITE AND BLDG #: WV046-01

LOCATION/RM #: WO# 17197 ASSET # 5094

START TIME:

FINISH TIME:

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)             |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------------------|
|                                                   |                                                                                                                                                                        | YES           | NO |                                                                                     |
| <b>SPECIAL INSTRUCTIONS</b>                       |                                                                                                                                                                        |               |    |                                                                                     |
| 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. | ●             |    |                                                                                     |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                        |               |    |                                                                                     |
| 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:**