

CABINET OUT HEATER Hot water - Fridge charge

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: KY 024-BCG 208 **MECHANIC SIGNATURE:** *M. Haner* **DATE:** *3/8/2015*

LOCATION/RM #: *1577* **WO#** *9629* **ASSET #** *9629*

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK NOT COMPLETED, 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.	<i>✓</i>		
2	Schedule shutdown with operating personnel as needed.	<i>✓</i>		
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.	<i>✓</i>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	<i>✓</i>		<i>REPLACE FAN BLADES</i>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<i>✓</i>		
3	Tighten all electrical connectors to proper torque as needed.	<i>✓</i>		
4	Check that the fan runs properly in all speeds as applicable.	<i>✓</i>		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<i>✓</i>		<i>CLEAN ROTATING DIFFUSERS</i>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<i>✓</i>		
7	Lubricate mechanical connections of dampers sparingly as applicable.	<i>✓</i>		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<i>✓</i>		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<i>✓</i>		<i>CLEAN COILS</i>
10	Check coils for leaking, tightness of fittings.	<i>✓</i>		
11	Use fin comb to straighten coil fins as needed.	<i>✓</i>		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<i>✓</i>		<i>DIRECT DRIVE</i>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<i>✓</i>		<i>CLEAN COUPPLING</i>
14	Vacuum interior of unit.	<i>✓</i>		