

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: 67024 - 358

MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #:

WO# 3114

ASSET # 9780

START TIME:

FINISH TIME:

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE, 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. | <input checked="" type="checkbox"/> | | |
| 2 | Schedule shutdown with operating personnel, as needed. | <input checked="" type="checkbox"/> | | |
| 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. | <input checked="" type="checkbox"/> | | |
| JOB PERFORMED BY: MECHANICAL SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. | <input checked="" type="checkbox"/> | | |
| 2 | When applicable, check fan blades and moving parts for cracks and excessive wear. | <input checked="" type="checkbox"/> | | |
| 3 | Tighten all electrical connectors to proper torque as needed. | <input checked="" type="checkbox"/> | | |
| 4 | Check that the fan runs properly in all speeds as applicable. | <input checked="" type="checkbox"/> | | |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | <input checked="" type="checkbox"/> | | CHECK AND REPLACE FELT |
| 6 | Check damper actuators and linkage for proper operation as applicable. | <input checked="" type="checkbox"/> | | CLEAN FILTER |
| 7 | Adjust linkage on dampers if out of alignment. | <input checked="" type="checkbox"/> | | |
| 8 | Lubricate mechanical connections of dampers sparingly as applicable. | <input checked="" type="checkbox"/> | | |
| 9 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | <input checked="" type="checkbox"/> | | |
| 10 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | <input checked="" type="checkbox"/> | | |
| 11 | Check coils for leaking, tightness of fittings. | <input checked="" type="checkbox"/> | | |
| 12 | Use fin comb to straighten coil fins as needed. | <input checked="" type="checkbox"/> | | |
| 13 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | <input checked="" type="checkbox"/> | | |
| 14 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. | <input checked="" type="checkbox"/> | | |
| 14 | Vacuum interior of unit. | <input checked="" type="checkbox"/> | | |