

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: 107024 - 358

MECHANIC SIGNATURE: *John Wavere*

DATE: 3/15/2015

LOCATION/RM#: WO# 3114 ASSET # 97786

START TIME: FINISH TIME:

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