

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: 104024-208MECHANIC
SIGNATURE: John DoeDATE: 3/5/22LOCATION/RM #: WO# ASSET # START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT INSTRUCTION	ASSIGNED TO	NOTES, ACTIONS (IF TASK COMPLETE, 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.	C	
2	Schedule shutdown with operating personnel, as needed.	C	
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.	C	
4	Check fan blades for dust buildup and clean if necessary.	C	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	C	
6	Tighten all electrical connectors to proper torque as needed.	C	
7	Check that the fan runs properly in all speeds as applicable.	C	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check belt, repair or replace as necessary.	C	
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	C	
10	Lubricate mechanical connections of dampers sparingly as applicable.	C	
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	C	
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	C	
13	Check coiled for leaking, tightness of fittings.	C	
14	Use fin comb to straighten coil fins as needed.	C	
15	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	C	
16	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	C	
17	Vacuum interior of unit.	C	

ASSET #in 24 hrs

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