

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY 024-356

MECHANIC SIGNATURE: [Signature] DATE: 3/17/2008

LOCATION/RM #: _____ WO# _____ ASSET # _____

START TIME: _____ FINISH TIME: _____

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

ASSIGN # _____
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| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|-------------|---|-------------------------------------|--------------------------|--|
| | | YES | NO | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 16 | Change the filter as needed with the correct size and type filter. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 17 | Insure that drain(s) are clear and running. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 18 | Clean up work area. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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: