

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

**SITE AND BLDG #:** Ap 024 - 358

**WO#** 7642 **ASSET #** G780

**MECHANIC**  
**SIGNATURE:** John

**DATE:** 3/2/2022

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

CHECK POINT	CHECK POINT DESCRIPTION	WORK COMPLETED		NOTES/EXPLANATIONS (IF NOT COMPLETELY CHECKED, 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		
1	Check fan blades for dust buildup and clean if necessary.	C		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	C		
3	Tighten all electrical connectors to proper torque as needed.	C		
4	Check that the fan runs properly in all speeds as applicable.	C		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	C		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	C		
7	Lubricate mechanical connections of dampers sparingly as applicable.	C		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	C		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	C		
10	Check coils for leaking, tightness of fittings.	C		
11	Use fin comb to straighten coil fins as needed.	C		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	C		
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	C		
14	Vacuum interior of unit.	C		

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.	C		
16	Change the filter as needed with the correct size and type filter.	C		
17	Ensure that drain(s) are clear and running.			
18	Clean up work area.			

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: