

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY250MECHANIC
SIGNATURE: [Signature]DATE: 3/21/2015LOCATION/RM #: 3139WO# 3139 ASSET # 5558

START TIME:

FINISH TIME:

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

LUBRICATE DAMPERS & ACTUATORS

CLEAN AIR FILTER

CHECK COILS FOR LEAKS