

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

**SITE AND BLDG #:** NY059 - 01 Main Building

**MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 3 - 20

**LOCATION/RM #:** HVAC ClassWO# 7534 **ASSET #** 10357

**START TIME:** **FINISH TIME:**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                  | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                  |               |    |                                                                         |
| 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. | X             |    |                                                                         |
| 2                                          | Schedule shutdown with operating personnel, as needed.                                                                                                                           | X             |    |                                                                         |
| 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.           | X             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Check fan blades for dust buildup and clean if necessary.                                                                                                                        | X             |    |                                                                         |
| 2                                          | When applicable, check fan blades and moving parts for cracks and excessive wear.                                                                                                | X             |    |                                                                         |
| 3                                          | Tighten all electrical connectors to proper torque asneeded.                                                                                                                     | X             |    |                                                                         |
| 4                                          | Check that the fan runs properly in all speeds as applicable.                                                                                                                    | X             |    |                                                                         |
| 5                                          | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.                                                | X             |    |                                                                         |
| 6                                          | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.                                                            | X             |    |                                                                         |
| 7                                          | Lubricate mechanical connections of dampers sparingly as applicable.                                                                                                             | X             |    |                                                                         |
| 8                                          | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.                                                                                  | X             |    |                                                                         |
| 9                                          | Clean coils by brushing, blowing, vacuuming, or pressure washing.                                                                                                                | X             |    |                                                                         |
| 10                                         | Check coils for leaking, tightness of fittings.                                                                                                                                  | X             |    |                                                                         |
| 11                                         | Use fin comb to straighten coil fins as needed.                                                                                                                                  | X             |    |                                                                         |
| 12                                         | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.                                                                        | X             |    |                                                                         |
| 13                                         | Check rigid couplings for alignment on direct drives, and for tightness of assembly                                                                                              | X             |    |                                                                         |
| 14                                         | Vacuum interior of unit.                                                                                                                                                         | X             |    |                                                                         |

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

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**