

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

**SITE AND BLDG #:** NY060 - 01 **Main Building**

**MECHANIC**  
**SIGNATURE:** *Christopher N Pothier* **DATE:** 9 - 16 - 19

**LOCATION/RM #** 2nd flr serve **WO#** 5350 **ASSET #** 10439

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 as needed.	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	unit is direct drive
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	X		
14	Vacuum interior of unit.	X		

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.	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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**