

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY128 - 01 **Main Building**

MECHANIC
SIGNATURE: *Christopher N Pothier* **DATE:** 9 - 25 - 19

LOCATION/RM #: Server room **WO#** 5391 **ASSET #** 10790

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.			See Notes
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.			See Notes
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.			See Notes
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.			See Notes
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly			
14	Vacuum interior of unit.			

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.			See Notes
16	Change the filter as needed with the correct size and type filter.			
17	Insure 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:

This unit is the inside coil for the condensing unit that does not function and is scheduled to be replaced with a mini split.

It is not running so the filters are clean.