

March checklist 2022

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **ny116** **16517** **10682**
124-1st floor
 LOCATION/RM #: **259-2nd floor** WO# **16518** ASSET # **10683**

MECHANIC **Ramon V**
 SIGNATURE:

DATE: **3-22-2022**

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. | ✓ | | |
| 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. | ✓ | | |
| 3 | Tighten all electrical connectors to proper torque asneeded. | ✓ | | |
| 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. | ✓ | | wash coil |
| 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. | ✓ | | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. | ✓ | | clean washable air filter |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: