

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: White Plains MD066


MECHANIC  
SIGNATURE: 

DATE: 5/19/22

LOCATION/RM #: various rooms WO# 17749 ASSET # 223-227

START TIME: 9:00

FINISH TIME: 10:05

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
1	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.	✓			
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	✓			
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.	✓			
16	Change the filter as needed with the correct size and type filter. Annual Replace	✓			Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.-Install condensate tablet	✓			
18	Clean up work area. -Record Humidity level in area	✓			Humidity _____%



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:**