

**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 **WO#** 17749 **ASSET #** 223-227  
**rooms**

**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	
<b>SPECIAL INSTRUCTIONS</b>				
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 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.			
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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**