

heat pumps

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

MECHANIC
SIGNATURE:

DATE: 12/6/2021

SITE AND BLDG #: Schenectady 060

LOCATION/RM #: building WO# 15216 ASSET # 

START TIME: 1330

FINISH TIME: 1530

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	Clean the filter with a vacuum or running water.			
2	Clean or replace the vent screen. Note: if the PTAC unit is operated with the vent door closed, the vent screen does not need to be cleaned.			
3	Remove the front grille and clean it with a dampened cloth.			
4	Inspect the control panel door and plug. Repair deficiencies.			
5	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.			
6	Check that condensate drains properly. Remove any debris/blockages.			
7	Clean condenser coils with proper coil cleaner.			
8	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.			
9	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted			
10	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: