

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **PTAC**

MECHANIC
SIGNATURE: 

DATE: 5/17/21

SITE AND BLDG #: **White Plains MD066**

LOCATION/RM #: **bldg1** WO# **14335** ASSET # **223-227**

START TIME: **8:00** FINISH TIME: **12:00**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO		
1	Schedule shutdown with operating personnel, as needed.	✓			
2	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. Annual filter change	✓			Quarterly inspection -replace as needed
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: