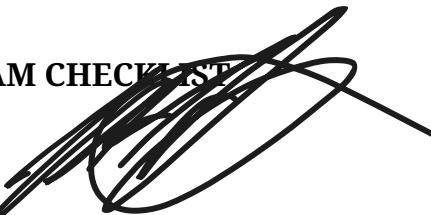


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

MECHANIC
SIGNATURE: 

DATE: 6/6/2023

SITE AND BLDG #: Saugerties 128

LOCATION/RM #: site WO# 22311 ASSET # 10790

START TIME: 1020

FINISH TIME: 1100

| 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: