

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

**SITE AND BLDG:** NY023-200

**LOCATION/RM #:** Entire Building

**MECHANIC**  
**SIGNATURE:** Deen Rowe

**DATE:** 3/10/20

**START TIME:** 8 Am

**FINISH TIME:** 4 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	7346	190917-179	PFQ190917179	MCQuary			6-pc ptac 2nd floor	
NY023-200	7346	190917-180	PFQ190917179	MCQuary			7-pc ptac 1st floor	
NY023-200	7401	9433	PM-FQT-9433	Environmental Corp			J-09 8-pc PTAC	
NY023-200	7610	9433	PM-SA-9433	Environmental Corp			J-09 8-pc PTAC	
NY023-200	7667	190917-179	PMS190917174	MCQuary			6-pc ptac 2nd floor	
NY023-200	7667	190917-180	PMS190917174	MCQuary			7-pc ptac 1st floor	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
1	Check/Lubricate blower and motor bearings	✓			
2	Check operating voltage-indicate voltage in note section	✓			

TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage-indicate voltage in note section	✓		
2	Visually check control valve(s)	✓		—
3	Check operation of control valve(s)	✓		
4	Check condition of coils	✓		
5	Visually inspect for coil leaks	✓		
6	Visually inspect for piping leaks	✓		
7	Check for deterioration of gaskets	✓		
8	Record differential temperatures	✓		
9	Record differential pressures	✓		
10	Check starter/contactor	✓	—	No contactor on PTAC units
11	Check and tighten electrical connections	✓		
12	Clean condensate pan and clear drain line	✓		
13	Check overall condition of unit- include year of model in note section	—	—	N/A too old to see

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- indicate size in note section	—	—	No belts
15	Change/Check filter- indicate size in note section	✓	—	
16	Check integrity of cabinet hardware	✓	—	
17	Inspect motor mounting isolators	✓	—	
18	Check condition of pulley and belts	—	—	No belt or no pulley

19	Check pulley alignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No be 14
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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: HVAC Technician **Additional Notes:**



### Multiple Filter Sizes

(Room 1023)

$8 \times 16 \times 1 > 1^{\text{st}} \text{ fl.}$

$8 \times 21 \times 1$

$8 \times 21 \times 1 - 2^{\text{nd}} \text{ floor}$

$8 \times 31 \times 1 > 3^{\text{rd}} \text{ floor}$

$8 \times 25\frac{3}{4} \times 1$

Need more of these sizes