

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG: NY023-200

**MECHANIC
SIGNATURE:** *Deen Rowe*

DATE: *3/10/20*

LOCATION/RM #: *Entire Building*

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/contactors	✓	-	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		No belt
20	Remove and dispose of any debris from any maintenance activity		
21	Document tasks performed during visit and report any observations to supervisor		

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)
 8x16x1 } 1st floor
 8x21x1 }
 8x27x1 — 2nd floor
 8x31x1 } 3rd floor
 8x25³/₄x1 }
 Need more of these
 sizes