

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC PM CHECKLIST

SITE AND BLDG #: NY023-206

LOCATION/RM #: Entire Building

MECHANIC  
SIGNATURE: Dean Rose

DATE: 3/18/20 started 3/13

START TIME: 3/13

FINISH TIME: 3pm

| Site Location | WO # | Asset # | PM #        | Manufacturer | Model Number | Serial # | Asset Description  | Asset Location |
|---------------|------|---------|-------------|--------------|--------------|----------|--------------------|----------------|
| NY023-206     | 7402 | 9497    | PM-FQT-9497 | Carrier      |              |          | J-09 49-pc PTAC PA |                |
| NY023-206     | 7612 | 9497    | PM-SA-9497  | Carrier      |              |          | J-09 49-pc PTAC PA |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
|  |  | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |  |               |    |   |
| 1  | Check/Lubricate blower and motor bearings                        | ✓             |    |   |
| 2  | Check operating voltage- <b>indicate voltage in note section</b> | ✓             |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |               |    |   |
| 1  | Check amperage- <b>indicate voltage in note section</b>          | ✓             |    |   |
| 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   | ✓ |  |  |
| 11 | Check and tighten electrical connections                                      | ✓ |  |  |
| 12 | Clean condensate pan and clear drain line                                     | ✓ |  |  |
| 13 | Check overall condition of unit- <b>include year of model in note section</b> | ✓ |  |  |

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|--|---------------|----|---|
|             |  | YES           | NO |   |
| 14          | Change belt if needed- <b>indicate size in note section</b>    | ✓             |    | no belt   |
| 15          | Change/Check filter- <b>indicate size in note section</b>      | ✓             |    | multiple sizes  |
| 16          | Check integrity of cabinet hardware                            | ✓             |    |   |
| 17          | Inspect motor mounting isolators                               | ✓             |    |   |
| 18          | Check condition of pulley and belts                            | ✓             |    | no belt / no pulley   |
| 19          | Check pulley alignment   | ✓             |    | no pulley   |
| 20          | Remove and dispose of any debris from any maintenance activity | ✓             |    |   |

|    |   |                                     |  |  |
|----|---|-------------------------------------|--|--|
| 21 | Document tasks performed during visit and report any observations to supervisor | <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:**

