

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC PM CHECKLIST

SITE AND BLDG #: NY023-206

MECHANIC

SIGNATURE: Dean Rowe

DATE: 3/18/20 started 3/13

LOCATION/RM #: Entire Building

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 (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/contactors	✓		
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 (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	✓		
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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:**

