

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST PTAC

**SITE AND BLDG #:** NY030N01

**MECHANIC SIGNATURE:** James R Groft

**DATE:** 03/15/2026

**LOCATION/RM #:** \_\_\_\_\_ **WO#** 21393 **ASSET #** 4684

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel, as needed.	X		
2	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.	X		<b>SEVERAL UNITS HAVE OPEN WORK ORDERS</b>
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Clean the filter with a vacuum or running water. Inspect filter quarterly, replace/clean as needed	X		
2	Remove the front grille and clean it with a dampened cloth.	X		
3	Inspect the control panel door and plug. Repair deficiencies.	X		
4	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	X		
5	Check that condensate drains properly. Remove any debris/blockages.	X		
6	Clean condenser coils with proper coil cleaner.	X		
7	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	X		
8	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	X		
9	Clean up work area.	X		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and materials) and any repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo, and description of the repair.  
To be performed by: General Maintenance Worker

**Additional Notes:**