

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST PTAC

SITE AND BLDG #: **NY052N01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **09/26/2024**

LOCATION/RM #:

WO# **16560**ASSET # **4654**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)              |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|--------------------------------------------------------------------------------------|
|                                            |                                                                                                                                                                        | YES           | NO |                                                                                      |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                        |               |    |                                                                                      |
| 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  | Unit is out of order pending replacement                                             |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                        |               |    |                                                                                      |
| 1                                          | Clean the filter with a vacuum or running water. Inspecet 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 direct materials). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the work performed.  
To be performed by: General Maintenance Worker

**Additional Notes:**