

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST PTAC

SITE AND BLDG #: NY052N01

MECHANIC

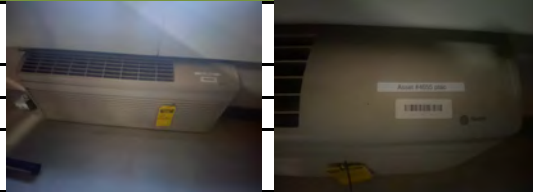
SIGNATURE: James R Groft JrDATE: 03/07/2025

LOCATION/RM #:

WO# 18186ASSET # 4655

START TIME:

FINISH TIME:

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

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: