

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: **NY052N01****MECHANIC****SIGNATURE:** [James R Groft Jr](#)**DATE:** [12/29/2025](#)**LOCATION/RM #:** **WO#20631** **ASSET #** [4676](#)**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.		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 not found
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 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 perfomed by: General Maintenance Worker

Additional Notes: