PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: NY070N01

MECHANIC SIGNATURE: James R Groft **DATE:** 03/20/2026

LOCATION/RM #: **WO#** 21374 **ASSET #** 4630

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		
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: