

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

SITE AND BLDG #: PA209

MECHANIC  
SIGNATURE:

DATE: 9/18/2023


LOCATION/RM #:

WO# 13815

ASSET # See notes

START TIME: 12:30PM

FINISH TIME: 1:45PM

| 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.   | ●             |    |  |
| 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.  | ●             |    |  |
| 6  | Clean condenser coils with proper coil cleaner.  | ●             |    |  |
| 7  | Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.  | ●             |    |  |
| 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

Asset#5200,5201,5202

**Additional Notes:**