CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: PA209　　　　　　　　**MECHANIC SIGNATURE:** *Pat Baumhmer*　**DATE:** 1/22/2024
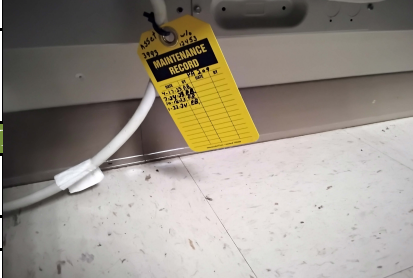
LOCATION/RM #:　　　　**WO#** 14636　　**ASSET #** See notes　　**START TIME:** 11:00AM　　**FINISH TIME:** 3:00PM

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 INSPECT				
1	Clean the filter with a vacuum or running water. Inspecet 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 mat... ...iciencies found exceeding $250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a d...

To be perfomed by: General Maintenance Worker

Additional Notes: Asset 3989,3990,3991,3992,3993,399...