

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

MECHANIC
SIGNATURE:



DATE: 3/13/24

SITE AND BLDG #: VA039

LOCATION/RM #: WO# 15141 ASSET # 4638

START TIME: 10AM

FINISH TIME: 11AM

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				
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Carrier PTAC is out of commission and needs replaced and Relocated.

The building has been added on and the PTAC has no access to fresh air.

Inproper air flow has caused the unit to run, overheat and cause a failure to the entire system as well as the electrical circuit running it.

-AS

