

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: WV002-2LOCATION/RM #: WO# 13784 ASSET # 4633MECHANIC
SIGNATURE:DATE: 9-19-2023START TIME: 700FINISH TIME: 400

| 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. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 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. | <input checked="" type="radio"/> | <input type="radio"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Clean the filter with a vacuum or running water. Inspecet filter quarterly, replace/clean as needed | <input checked="" type="radio"/> | <input type="radio"/> | |
| 2 | Remove the front grille and clean it with a dampened cloth. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 3 | Inspect the control panel door and plug. Repair deficiencies. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 4 | Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 5 | Check that condensate drains properly. Remove any debris/blockages. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 6 | Clean condenser coils with proper coil cleaner. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 7 | Place drain pan cleaner tablet in the basepan to inhibit bacteria growth. | <input checked="" type="radio"/> | <input type="radio"/> | |
| 8 | Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted | <input checked="" type="radio"/> | <input type="radio"/> | |
| 9 | Clean up work area. | <input checked="" type="radio"/> | <input type="radio"/> | |

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: