

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

MECHANIC
SIGNATURE:

[Signature]
DATE: 9/17/24

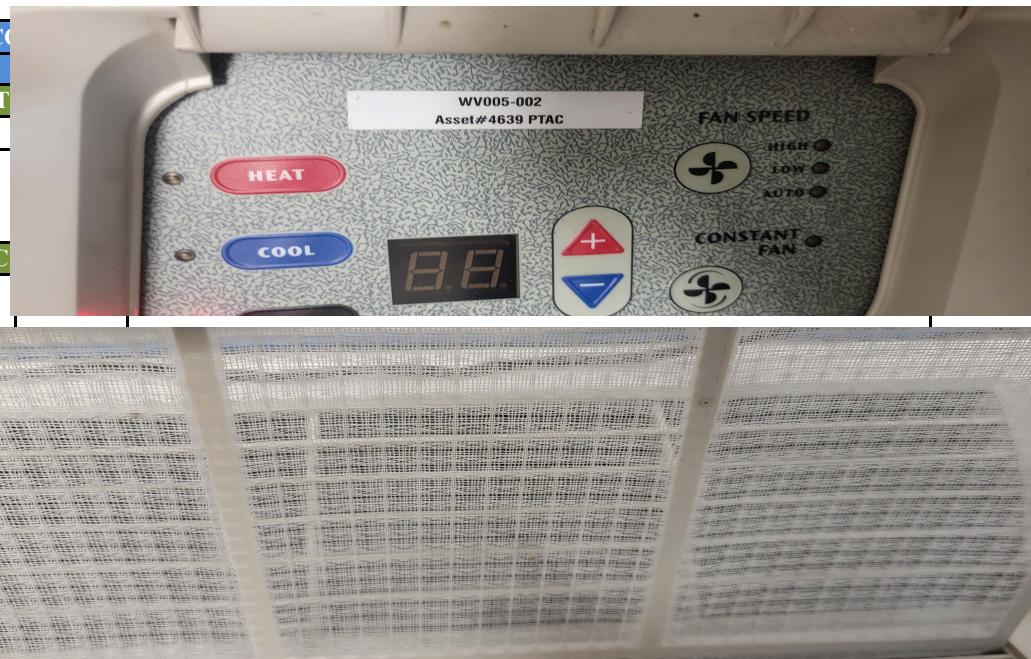
SITE AND BLDG #: WV005

LOCATION/RM #: WO# 16551 **ASSET #** 4639

START TIME: 11AM

FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED
		YES
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 LOCATION		
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 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:

PTAC unit is working well and filters have been cleaned. PM complete with no issues
-AS