

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**PTAC**

SITE AND BLDG #: **NY030 BLDG1**offices  
LOCATION/RM #: **WO# 12252 ASSET # 4684**MECHANIC  
SIGNATURE: DATE: **3/7/23**START TIME: **8:45am**FINISH TIME: **9:15am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION</b>				
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:**