



## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

SITE AND BLDG #: NY052 BLDG1  
offices  
 LOCATION/RM #: WO# 12246 ASSET # 4654

MECHANIC SIGNATURE:  DATE: 3/7/23  
 START TIME: 12:15 FINISH TIME: 12:45pm

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**