CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: NY052 BLDG1

MECHANIC SIGNATURE:

DATE: 12/12/23

LOCATION/RM #: bldg1 **WO#** 14392 **ASSET #** 4654,4655, 4676 **START TIME:** 7:45am **FINISH TIME:** 8:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		YES	
	SPECIAL INSTR		
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		
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.	✓	
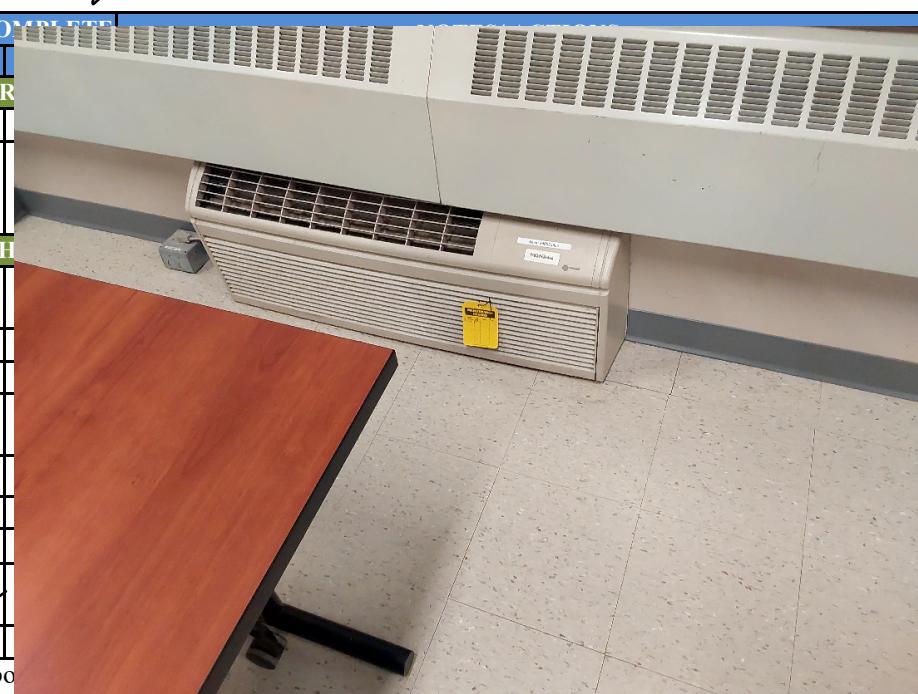
Note: The technician shall perform any repairs identified during PM up to $250 (direct labo exceeding $250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: