

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

**SITE AND BLDG #:** **NY052 BLDG2**

**LOCATION/RM #:** **bldg2**   **WO#** **14397**   **ASSET #** **4683**

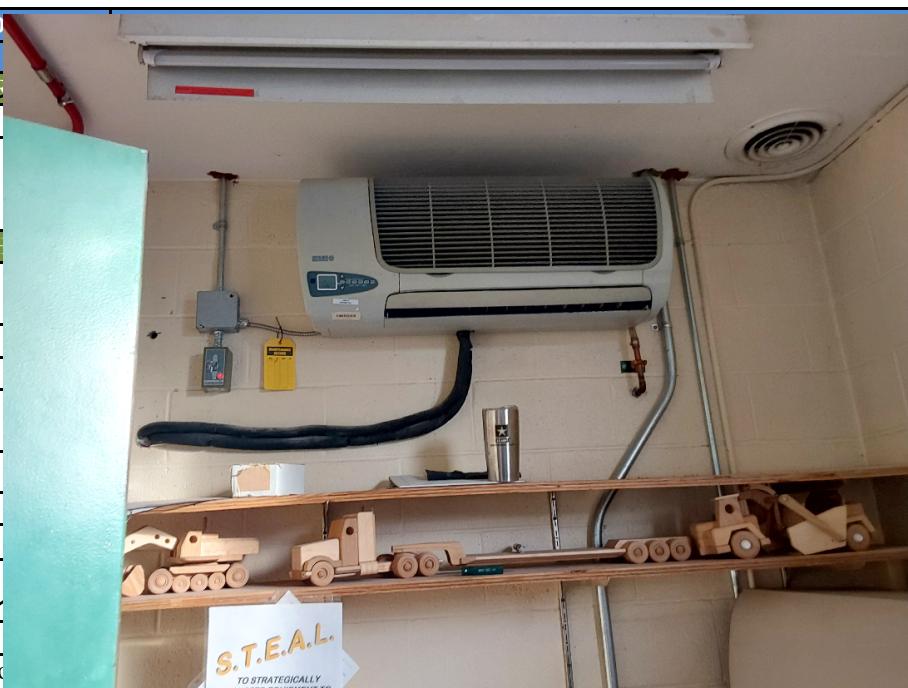
**MECHANIC  
SIGNATURE:**

**DATE:** **12/12/23**

**START TIME:** **9:15am**

**FINISH TIME:** **10am**

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK CO ULD YES</b>
		<b>SPECIAL INSTR</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</b>		
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). For any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**