

## 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

| CHECK POINT             | CHECKPOINT DESCRIPTION   | TASK CO |
|-------------------------|--|---------|
|                         |  | 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 |  |         |
| 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) 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:**

