

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

SITE AND BLDG #: **NY070 BLDG1**MECHANIC  
SIGNATURE: DATE: **12/5/22**

LOCATION/RM #: **BLDG1** WO# **11395** ASSET # **4630-4632,  
4658,4675,** START TIME: **8am** FINISH TIME: **9:30am**

CHECK POINT	CHECKPOINT DESCRIPTION	4681	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 SERVICE</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:**