


## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

SITE AND BLDG #: **NY070 BLDG1** **4630, 4631,** MECHANIC SIGNATURE:  DATE: **12/6/23**

LOCATION/RM #: **bldg1** WO# **14379** ASSET # **4632, 4658, 4675, 4681** START TIME: **8:15am** FINISH TIME: **9am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION	
		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 VISIT			
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 only). Repairs 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:**