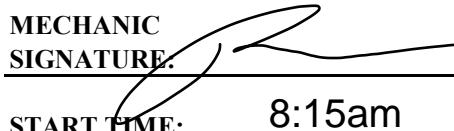


**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**PTAC**

**SITE AND BLDG #:** NY070 BLDG1      **MECHANIC SIGNATURE:**   
**LOCATION/RM #:** bldg1      **WO#** 14379      **ASSET #** 4630,4631, 4632,4658, 4675,4681      **DATE:** 12/6/23  
**START TIME:** 8:15am      **FINISH TIME:** 9am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	
		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			
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). 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:**