

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
PTAC

SITE AND BLDG #: VA039-01

MECHANIC SIGNATURE: 

DATE: 11-SEP-2025

LOCATION/RM #: WO# 19978 ASSET # 4638

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COM	
		YES	NO
SPECIAL INSTR			
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 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 performed by: General Maintenance Worker

Additional Notes: Asset # 4638 replaced with Sea Breeze  
Operating flawlessly-AS

