

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST





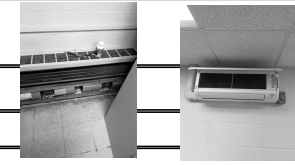





PTAC

SITE AND BLDG #: **Alexandria VA002**

MECHANIC
SIGNATURE: 

DATE: **3/24/22**

LOCATION/RM #: **interior** WO# **16691** ASSET # **2187-2216** START TIME: **8:00** FINISH TIME: **12:30**
bldg 1 **2218-2225**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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 INSPECTION SERVICE				
1	Clean the filter with a vacuum or running water. Annual filter change			Quarterly inspection -replace as needed
3	Remove the front grille and clean it with a dampened cloth.			
4	Inspect the control panel door and plug. Repair deficiencies.			
5	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.			
6	Check that condensate drains properly. Remove any debris/blockages.			
7	Clean condenser coils with proper coil cleaner.			
8	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.			
9	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted			
10	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: