

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: **Alexandria VA002**

**MECHANIC
SIGNATURE:** 

DATE: **3/24/22**

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

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.	<input checked="" type="checkbox"/>			
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.	<input checked="" type="checkbox"/>			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Clean the filter with a vacuum or running water. Annual filter change	<input checked="" type="checkbox"/>		Quarterly inspection -replace as needed	
3	Remove the front grille and clean it with a dampened cloth.	<input checked="" type="checkbox"/>			
4	Inspect the control panel door and plug. Repair deficiencies.	<input checked="" type="checkbox"/>			
5	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	<input checked="" type="checkbox"/>			
6	Check that condensate drains properly. Remove any debris/blockages.	<input checked="" type="checkbox"/>			
7	Clean condenser coils with proper coil cleaner.	<input checked="" type="checkbox"/>			
8	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	<input checked="" type="checkbox"/>			
9	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	<input checked="" type="checkbox"/>			
10	Clean up work area.	<input checked="" type="checkbox"/>			

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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: