



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG #: **Alexandria VA002**

MECHANIC SIGNATURE:  DATE: **8/30/22**

LOCATION/RM #: **interior bldg 1** WO# **18799** ASSET # **2187-2225** START TIME: **8:00** FINISH TIME: **1:45**

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.	✓		this checklist is for both PTACS and MINIsplits
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: