

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

SITE AND BLDG #: WV010-01MECHANIC SIGNATURE: Richard A. BateDATE: 12/01/22LOCATION/RM #: \_\_\_\_\_ WO# 13790 ASSET # 4642-4649 START TIME: 10:30 am FINISH TIME: 11:00 am

| CHECK POINT                     | CHECKPOINT DESCRIPTION                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 INSPECT |                                                                                                                                                                        |               |    |                                                                                                                                                                           |
| 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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**