

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

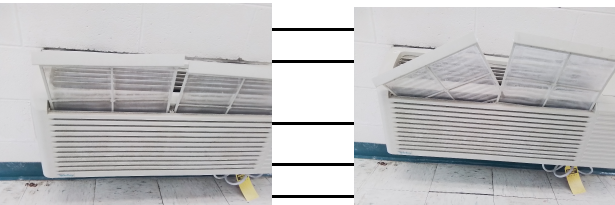
SITE AND BLDG #: WV010-02

MECHANIC SIGNATURE: Ruhan A Butler DATE: 12/07/22

LOCATION/RM #: 101 WO# 11401 ASSET #4642

START TIME: 8:00 am

FINISH TIME: 11:30 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 INSPECTION SERVICE |  |               |    |   |
| 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:**