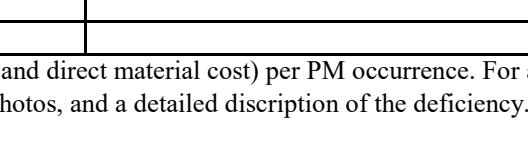


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: **WV020-01**LOCATION/RM #: **WO# 13794** ASSET # **4650**MECHANIC
SIGNATURE: *Richard A. Baker*DATE: **12/01/22**START TIME: **10:30 am**FINISH TIME: **11:00 am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH					
1	Clean the filter with a vacuum or running water. Inspecet filter quarterly, replace/clean 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.	●			
1	Clean the filter with a vacuum or running water. Inspecet 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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: