







PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG #: WV022-01MECHANIC
SIGNATURE: DATE: Dec 16, 2022LOCATION/RM #: _____ WO# 11416 ASSET # 4687START TIME: 12:00 pmFINISH TIME: 2:30 pm

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.	●					
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							
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: Unit #4 is in the vault with no access at the time of visit