

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

WV024

MECHANIC  
SIGNATURE

DATE: 12-12-2024

SITE AND BLDG #:

LOCATION/RM #: WO# 17199 ASSET #4651

START TIME: 800AM

FINISH TIME: 330PM

| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**