

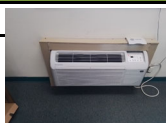








## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

SITE AND BLDG #: WV029-01MECHANIC  
SIGNATURE: Richard A. BorkDATE: Mar 16, 2023LOCATION/RM #: \_\_\_\_\_ WO# 12238 ASSET # see notes

START TIME: \_\_\_\_\_

FINISH TIME: \_\_\_\_\_

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 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:** covers asset's 4640 4652 5096