

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**PTAC**

SITE AND BLDG #: WV029-01 4640 MECHANIC SIGNATURE: Richard A. Baker DATE: Dec 13, 2023  
 LOCATION/RM #: WO# 14384 ASSET # 4652 5096 START TIME:  FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
<b>TO BE PERFORMED AT EACH</b>					
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.	●			
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:**