

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: WV029-01

**MECHANIC
SIGNATURE:** James R Groft Jr

DATE: 12/10/24

LOCATION/RM #: WO# 17112 **ASSET #** 9267

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. 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: