

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG #: WV029-01

MECHANIC

SIGNATURE: James R Groft JrDATE: 12/29/2025LOCATION/RM #: _____ WO# 20623 ASSET # 4640

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.	X			
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.	X			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Clean the filter with a vacuum or running water. Inspecet filter quarterly, replace/clean as needed	X			
2	Remove the front grille and clean it with a dampened cloth.	X			
3	Inspect the control panel door and plug. Repair deficiencies.	X			
4	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	X			
5	Check that condensate drains properly. Remove any debris/blockages.	X			
6	Clean condenser coils with proper coil cleaner.		X	No condensate during heating season	
7	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	X			
8	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	X			
9	Clean up work area.	X			

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: