

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

**SITE AND BLDG #:** WV029-02

**LOCATION/RM #:** WO#12892    **ASSET #** 4679

**MECHANIC  
SIGNATURE:** Richard A. Baker

**DATE:** Jun 22, 2023

**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 INSPEC</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.	●				
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:**