

CMI Management Inc.

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### PTAC

SITE AND BLDG #: WV35
 MECHANIC SIGNATURE: Brian M. Smart DATE: 12-15-2025

 LOCATION/RM #: \_\_\_\_\_ WO# 20621 ASSET # 4635, 4636 START TIME: 730AM FINISH TIME: 400PM

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

No Accesss the doors where locked and no one was there  
because there was no heat in the bldg.