PTAC maintenance checklist

PTAC unit maintenance & repair checklist

Site _____ Asset or area _____ Inspected by _____ Date _____

Item	Pass	Fail	N/A	Notes
Monthly				
Filters washed, dried and reinstalled				
Unit cools and heats at the controls				
No unusual noise or vibration				
Full service				
Indoor coil clean				
Outdoor coil clean				
Condensate drain path clear				
Blower wheel clean and turns freely				
Electrical connections tight, no burn marks				
Outdoor grille clear of debris				
Sleeve and room				
Wall sleeve sealed, no air leaks				
Unit sloped to drain outside				
No water stains on wall or carpet				
Front panel secure				

Signature: _____ Run this checklist on a phone with Dovient Lite: dovient.com/lite