

Packaged terminal air conditioner (PTAC) quarterly maintenance checklist

A quarterly PTAC unit round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The maintenance tech working the guest rooms or unit-by-unit round, one PTAC at a time between turnovers. When: Every quarter, walked with the room list so an occupied room gets caught on the next pass instead of skipped for the year.

Filter and coils

- ☐ **Filter cleaned or replaced and the indoor coil face checked**
Filter pulled from the front grille, washed or swapped and reseated flat, indoor coil face behind it clean with no matting or bent fins. **2 photos required**
- ☐ **Outdoor coil face clear at the exterior grille**
Rear condenser coil free of lint, cottonwood and dirt through the exterior louver, no bushes or debris packed against the outside face. **1 photo required**

Condensate and base pan

- ☐ **Slinger and base pan managing condensate cleanly**
Base pan draining toward the slinger with no standing water, slinger ring free to throw condensate onto the condenser coil, no water overflowing the pan lip into the room or down the wall. **2 photos required**
- ☐ **Optional drain kit flowing where one is fitted**
Where the unit is piped to a drain kit rather than slinger-only, the line is clear and draining, no back-up in the pan or staining at the outlet. **1 photo required**

Seal, controls and operation

- ☐ **Wall sleeve seal and gasket intact**
Foam gasket around the chassis-to-sleeve joint continuous and compressed, no daylight or draft around the chassis, sleeve and exterior grille sound with no rain track marks below. **2 photos required**
- ☐ **Unit heats and cools on a call with controls set right**
Heat and cool each commanded from the front panel or wall thermostat, discharge air responding, setpoint limit stops and any occupancy or unoccupied setback still set as intended, no error on the display. **1 photo required**