

Hotel PTAC Maintenance Checklist



Monthly

- Verify Thermostat Operation
- Inspect Airflow Performance
- Check for Unusual Odors
- Verify Heating & Cooling Functions
- Inspect Unit Exterior



Quarterly

- Clean or Replace Filters
- Inspect Drain System
- Check Evaporator & Condenser Coils
- Inspect for Visible Dust or Debris
- Verify Condensate Drainage



Annual Professional Service

- Complete Coil Cleaning
- Internal Component Cleaning
- Drain Pan Cleaning
- Sleeve Cleaning
- Airflow Testing
- Odor Assessment
- Efficiency Evaluation
- Electrical Component Inspection



Warning Signs

- Musty Odors
- Reduced Airflow
- Excessive Dust
- Guest Complaints
- Visible Coil Buildup
- Water Leaks
- Increased Energy Usage
- Inconsistent Room Temperatures