

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAV BOX**

SITE AND BLDG #: **ny116-01**MECHANIC  
SIGNATURE: **Ramon V**DATE: **5-12-2021**LOCATION/RM #: **WO#12554 ASSET #10671**

START TIME: \_\_\_\_\_

FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	check		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	check		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS system permits, check that the operating controls activate damper per design specifications.	check		clean damper and control
2	If required, check damper linkage for tightness and lightly lubricate.	check		lubricate arms
3	If required, inspect dampers for free movement.	check		
4	If required, inspect actuators for tightness to mounting brackets.	check		
5	As needed, tighten electrical connections to servo motor.	check		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	check		

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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**