

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

SITE AND BLDG #: Schenectady 060

MECHANIC  
SIGNATURE: 

DATE: 11/8/2022

LOCATION/RM #: building WO# 19424 ASSET # 10436

START TIME: 0730

FINISH TIME: 0930

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
|  |   | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |   |               |    |   |
| 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. | ✓             |    |   |
| 2  | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning                         | ✓             |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |               |    |   |
| 1  | If EMS system permits, check that the operating controls activate damper per design specifications.   | ✓             |    |   |
| 2  | If required, check damper linkage for tightness and lightly lubricate.  | ✓             |    |   |
| 3  | If required, inspect dampers for free movement.   | ✓             |    |   |
| 4  | If required, inspect actuators for tightness to mounting brackets.  | ✓             |    |   |
| 5  | As needed, tighten electrical connections to servo motor.   | ✓             |    |   |
| 6  | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | ✓             |    |   |

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:**