

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG #: **White Plains MD066** 246-274

MECHANIC SIGNATURE:  DATE: **7/26/21**

LOCATION/RM #: **bldg 1** wo# **14661** ASSET # **246-274**

START TIME: **8:15** FINISH TIME: **12:20**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	✓		Record CFM AIR FLOW _____ 
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.	✓		

Record CFM AIR FLOW



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: