

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: White Plains MD066

LOCATION/RM #: bldg. 1 **WO#** 16737 **ASSET #** 192

**MECHANIC
SIGNATURE:**

DATE: 3/17/22

START TIME: 8:00

FINISH TIME: 8:15

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.-		<input checked="" type="checkbox"/>	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.			checklist is for bldg. EMS Sysystem

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:

