

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** White Plains MD066

**MECHANIC  
SIGNATURE:** 

**DATE:** 3/17/22

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

**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	
<b>SPECIAL INSTRUCTIONS</b>				
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-		✓	<b>Record CFM AIR FLOW</b> _____
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.			<b>checklist is for bldg.</b>
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.			<b>EMS Sysytem</b>

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 discription of the deficiency

To be performed by: HVAC Technician

**Additional Notes:**

