

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

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

**MECHANIC  
SIGNATURE:** 

**DATE:** 3/14/22

**LOCATION/RM #:** Bldg 1 wo#16737 ASSET # 237-243

**START TIME:** 8:00

**FINISH TIME:** 9:00

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.	<input checked="" type="checkbox"/>		<b>this checklist is for the louvers.</b>
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	<input checked="" type="checkbox"/>		Record CFM AIR FLOW <u>see picture</u>
2	If required, check damper linkage for tightness and lightly lubricate.	<input checked="" type="checkbox"/>		
3	If required, inspect dampers for free movement.	<input checked="" type="checkbox"/>		
4	If required, inspect actuators for tightness to mounting brackets.	<input checked="" type="checkbox"/>		
5	As needed, tighten electrical connections to servo motor.			
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		

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:**