

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: White Plains MD066



MECHANIC SIGNATURE: 

DATE: 3/14/22

LOCATION/RM #: OMS **WO#** 16737 **ASSET #** 322-324

START TIME: 9:35

FINISH TIME: 10:05

| 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. | ✓ | | this checklist is for the louvers. |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | If EMS system permits, check that the operating controls activate damper per design specifications.- | ✓ | | <div>Record CFM AIR FLOW <u>see picture</u></div> <div></div> |
| 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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: