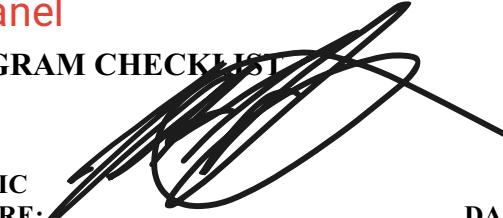


Hvac Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

Saugerties 128

SITE AND BLDG #: mechanicalLOCATION/RM #: room WO# 16202 ASSET # 10796MECHANIC
SIGNATURE:


2/10/2022

DATE:

START TIME: 1200FINISH TIME: 1230

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered. |  | | |
| 2 | 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. | | | |
| 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: