

## hvac control panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
VAV BOX

Saugerties 128

SITE AND BLDG #:

mechanical  
LOCATION/RM #: room WO# 20969 ASSET # 10796MECHANIC  
SIGNATURE:

DATE: 2/1/2023

START TIME: 1100

FINISH TIME: 1130

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			
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:**