

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** Schenectady 060

**MECHANIC  
SIGNATURE:** 

**DATE:** 9/20/2022  
9/21/2022

**LOCATION/RM #:** building **WO#** 19182 **ASSET #**

**START TIME:** 0800

**FINISH TIME:** 1400

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:**