

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

UNIT AND BLDG. # FA051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM: 127 W/O# 8753 ASSET # 4800

START TIME: 9:20

FINISH TIME: 9:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED, NO FURTHER ACTION)
		YES	NO	
1	Added or to the product(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 electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
3	MS system permits, check that the operating controls activate damper per design specifications.	✓		
4	Check damper linkage for tightness and lightly lubricate.	✓		
5	Inspect VAV damper for free movement.	✓		
6	Inspect VAV actuators for tightness to mounting brackets.	✓		
7	Inspect VAV actuator connections to servo motor.	✓		
8	Inspect unit for overall condition and recommend for replacement or other 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 #, W/O #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **VAV BOX**

UNIT AND BLDG.: PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM: 126 WORK # 8153 ASSET # 4799

START TIME: 9:10

FINISH TIME: 9:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, CHECKED AND, ADDITIONAL EXPLANATION)
		YES	NO	
	SPECIAL INSTRUCTIONS			
1	addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instructions) shall be strictly adhered.	☒		
2	Verify that all tag out procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	MS system permits, check that the operating controls activate damper per design specifications.	☒		
2	Inspect check damper linkage for tightness and lightly lubricate.	☒		
3	Inspect all damper actuators for free movement.	☒		
4	Inspect all damper actuators for tightness to mounting brackets.	☒		
5	As needed, verify electrical connections to serve motor.	☒		
6	Inspect and, for overall condition and recommend for replacement or other repairs, if any.	☒		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **VAV BOX**

SITE AND BLDG. # FA051-07

MECHANIC SIGNATURE: SK

DATE: 5/8/19

LOCATION RM. # 123 WOF 8153 ASSET # 4798

START TIME: 9

FINISH TIME: 9:16

ITEM #	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ACTIONS (IF THE COMMENT IS CHECKED, INDICATE THE EXPLANATION)
1	Added up to the procedure(s) outlined in this standard the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) that the MOC is advised.	✓	
2	Follow the following out procedures at all times. De-energize or discharge all electrical, electrical, mechanical, or thermal energy prior to beginning work.	✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	If MOC system permits, check that the operating controls activate damper per manufacturer's specifications.	✓	
2	Inspect check damper linkage for tightness and lightly lubricate.	✓	
3	Inspect damper for free movement.	✓	
4	Inspect damper actuators for tightness to mounting brackets.	✓	
5	Inspect damper electrical connections to serve motor.	✓	
6	Inspect damper for overall condition and recommend for replacement or other repairs as needed.	✓	

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 upon a corrective maintenance (CM) ticket and include the Asset #, WOF #, photos, and a detailed description of the deficiency.

To be performed by HVAC Technician
 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

UNIT AND BLDG. # FA051-07

MECHANIC SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM # 121 WOH # 8753 ASSET # 4797

START TIME: 8:50

FINISH TIME: 9

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE CHECKPOINT IS CORRECTED, NO FURTHER EXPLANATION)
		YES	NO	
1	Verify that the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	☒		
2	Verify that lock out/tag out procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If the system permits, check that the operating controls activate damper per design specifications.	☒		
2	Inspect check damper linkage for tightness and lightly lubricate.	☒		
3	Inspect VAV box dampers for free movement.	☒		
4	Inspect VAV box actuators for tightness to mounting brackets.	☒		
5	Inspect VAV box electrical connections to servo motor.	☒		
6	Inspect VAV box 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 upon a corrective maintenance (CM) ticket and include the Asset #, WOH #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG.: PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM: 11A W/O# 8753 ASSET # 4796

START TIME: 840

FINISH TIME: 850

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE COMPONENT IS CORRECTED, NO FURTHER ACTION)
		YES	NO	
1	Verify use of the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instructions) and the strictly adhered.	✓		
2	Verify that all tag out procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	MS system details, check that the operating controls activate damper per design specifications.	✓		
2	Inspect check damper linkage for tightness and lightly lubricate.	✓		
3	Inspect VAV damper for free movement.	✓		
4	Inspect VAV damper actuators for tightness to mounting brackets.	✓		
5	Inspect for loose electrical connections to servo motor.	✓		
6	Inspect unit for overall condition and recommend for replacement or other repairs if needed.	✓		

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 #, W/O #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG.: PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM: 116 WOH: 8153 ASSET #: 4795

START TIME: 830

FINISH TIME: 840

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE CHECKPOINT IS CHECKED IN A, B, OR C, THE ACTION IS REQUIRED)
		YES	NO	
1	Added or 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	Verify that the tag out procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	PM system permits, check that the operating controls activate damper per design specifications.	☒		
2	Inspect and check damper linkage for tightness and highly lubricate.	☒		
3	Inspect and check dampers for free movement.	☒		
4	Inspect and check actuators for tightness to mounting brackets.	☒		
5	Inspect and check electrical connections to servo motor.	☒		
6	Inspect and check for overall condition and recommend for replacement or other repairs as needed.	☒		

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 upon 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

UNIT AND BLDG.: PH051-07

MECHANIC SIGNATURE: SK

DATE: 5/8/19

LOCATION/ RM: 107 WOH: 8133 ASSET #: 4794

START TIME: 820

FINISH TIME: 830

CHECK POINT	CIRCUMSTANT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED, NO ROOM FOR EXPLANATION)
		VIA	NO	
1	Follow up to the procedure(s) outlined in this standard. (the equipment is in the correct recommended maintenance procedure(s) and/or instruction(s) and the specific checked)	✓		
2	Follow up to the procedure(s) outlined in this standard. (the equipment is in the correct recommended maintenance procedure(s) and/or instruction(s) and the specific checked)	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	1. MS system permits, check that the operating controls activate damper per spec. specifications	✓		
2	2. Check damper linkage for tightness and lightly lubricate	✓		
3	3. Check damper for free movement	✓		
4	4. Check damper actuators for tightness to mounting brackets	✓		
5	5. Check damper electrical connections to servo motor	✓		
6	6. Check damper for overall condition and recommend for replacement or other repairs as needed	✓		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG. # PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM: 105 W/O# 8153 ASSET # 4793

START TIME: 8 10

FINISH TIME: 8 20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE COMPLETE IS CHECKED AND FROM THE APPROPRIATE)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Added 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	1. MS system permits check that the operating controls activate damper per design specifications.	✓		
2	2. If needed, check damper linkage for tightness and highly lubricate.	✓		
3	3. If needed, inspect dampers for free movement.	✓		
4	4. If needed, inspect actuators for tightness to mounting brackets.	✓		
5	5. As needed, inspect electrical connections to serve motor.	✓		
6	6. Inspect and, for overall condition and recommend for replacement or other repairs, if any.	✓		

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 upon a corrective maintenance (CM) ticket and include the Asset #, W/O #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: