

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: PA051-19401 Date of Visit: 5/9/19

Contractor Personnel on Site:

1. SCOTT K. 3. _____
2. NICK C. 4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO # 8478 FILTERS
 2. WO # 8617 CONDENSERS
 3. WO # 8750 VAV BOXES
 4. _____
 5. _____
-
-

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: SCOTT KENDERS Date: 5/9/19

Signed: Scott Kenders

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: AL Macpherson Date: 5/10/19

Signed: Al Macpherson

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA051 - 19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: 212 WO# 8750 ASSET # 4800 **START TIME:** 145 **FINISH TIME:** 150

CHECK POINT	DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If VAV system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, check damper blade for tightness and lightly lubricate.	✓		
3	If required, inspect damper 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #:	<u>2A051-19401</u>	
LOCATION/RM #:	<u>106</u>	WON <u>8750</u> ASSET # <u>4805</u>
MECHANIC SIGNATURE:	<u>SK</u>	
MECHANIC DATE:	<u>5/9/19</u>	
START TIME:	<u>140</u>	
FINISH TIME:	<u>145</u>	

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
		YES	NO	
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 FMS system permits, check that the operating controls activate damper per design specifications.	✓	/	
2	If required, check damper - case 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, update 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 24051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: 200 W0# 8750 **ASSET #:** 4804 **START TIME:** 135 **FINISH TIME:** 140

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CANCELLED NO. PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If VAV 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 240051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: 202 **WO#** 8750 **ASSET #** 4803 **START TIME:** 130 **FINISH TIME:** 135

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
		YES	NO	
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 VAV 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, inspect 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG. #: 24051 - 19401

LOCATION/RM #: 108 WO# 8750 ASSET # 4802

MECHANIC SIGNATURE: SK

DATE: 5/9/19

START TIME: 125

FINISH TIME: 130

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
		YES	NO	
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	I 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 VAV 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 linkage 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: 162 **W/O #** 8750 **ASSET #** 4801 **START TIME:** 120 **FINISH TIME:** 125

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
		YES	NO	
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. Deenergize or discharge all hydraulic, electrical, mechanical or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If VAV 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 damper 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: HALL W# 8750 **ASSET #** 4792 **START TIME:** 115 **FINISH TIME:** 120

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTIFICATIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EVALUATION)
		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	I follow kick 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 MS 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 damper for free movement.	✓		
4	If required, inspect actuators for tightness to mounting brackets.	✓		
5	As needed, inspect 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 49051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: 201 **WO#** 8750 **ASSET #** 4791 **START TIME:** 110 **FINISH TIME:** 115

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IN TASK COMPLETE SECTION NO. FALLOWS: P/N, L/N, A/N)
		YES	NO	
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 VAV 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, lubricate 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 420051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM#: 118 WO# 8750 **ASSET #** 4790 **START TIME:** 105 **FINISH TIME:** 110

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTIFICATIONS (IF TASK COMPLETE IS CANCELLED NO. PROVIDED 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	I 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 IAMS system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, check damper blade 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG. #: PA051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM#: 116 WO# 8750 ASSET# 4789 **START TIME:** 1 **FINISH TIME:** 105

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IN TASK COMPLETE IS CHECKED NO REMOVE 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	I allow kick 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 VAV system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, check damper track 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, inspect 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG. #: <u>PA051-19401</u>	MECHANIC SIGNATURE: <u>SK</u>	DATE: <u>5/9/19</u>
LOCATION/RM #: <u>113 WO# 8750</u>	START TIME: <u>12:55</u>	FINISH TIME: <u>1</u>
ASSET #: <u>4788</u>		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED 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	I 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 MS 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 49051-19401

LOCATION/RM #: 107 **W/O #:** 8750 **ASSET #:** 4787

MECHANIC SIGNATURE: SK **DATE:** 5/9/19

START TIME: 12:50 **FINISH TIME:** 12:55

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CANCELLED, NO. PROVIDED BY MAINTENANCE)
		YES	NO	
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	1) VAV system controls: check that the operating controls activate damper per design specifications.	✓		
2	2) If required: check damper track for tightness and lightly lubricate.	✓		
3	3) If required: inspect dampers for free movement.	✓		
4	4) If required: inspect actuators for tightness to mounting brackets.	✓		
5	5) As needed, inspect electrical connections to servo motor.	✓		
6	6) Inspect unit for overall condenser 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.

1 to be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG. #: PHS51 - 19401

LOCATION/RM #: 112 WO# 8750 ASSET # 4786

MECHANIC SIGNATURE: SK

DATE: 5/9/19

START TIME: 12:45

FINISH TIME: 12:50

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED EXPLANATION)
		YES	NO	
1	In addition to the procedures outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	✓		
2	Follow kick 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 VAV 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, inspect 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 420051 - 19401

MECHANIC SIGNATURE: SK DATE: 5/9/19

LOCATION/RM #: 101 WO# 8750 ASSET # 4785

START TIME: 12:40 FINISH TIME: 12:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED 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 VAV 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, inspect 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA051 - 19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: HALL WO# 8750 ASSET # 4735 **START TIME:** 12:35 **FINISH TIME:** 12:40

CHECK POINT	CHECK POINT 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 VAV system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, check damper blade 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:

*Found 12" Inlet Flex Duct
Broken REPAIR TO BE MADE 12/10/19*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA051-19401 **MECHANIC SIGNATURE:** SK **DATE:** 5/9/19
LOCATION/RM #: 205 **WON #:** 8750 **ASSET #:** 4736 **START TIME:** 12:30 **FINISH TIME:** 12:35

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDED 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	I 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 VAV system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, inspect dampers 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, update 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 49051-19401

MECHANIC SIGNATURE: SK **DATE:** 5/9/19

LOCATION/RM #: HAUL WO# 8750 **ASSET #** 4734

START TIME: 1225 **FINISH TIME:** 1230

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <small>(If task complete is canceled, no rationale explanation)</small>
		YES	NO	
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 VAV system permits, check that the operating controls activate damper per design specifications	✓		
2	If required, check damper for free movement 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: 2A051-19401

MECHANIC SIGNATURE: SK

DATE: 5/9/19

LOCATION/RM #: HALL **WO#** 8750 **ASSET #** 4733

START TIME: 12 20

FINISH TIME: 12 25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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: