

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

SITE AND BLDG #: DE007 B-1MECHANIC  
SIGNATURE DATE: 07/19/22LOCATION/RM #: \_\_\_\_\_ WO# 18409 ASSET # 1758START TIME: 0900FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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.-	/		Record CFM AIR FLOW <u>550 average</u>
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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**