

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **NY070N02**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **02/23/2024**LOCATION/RM #: WO# **14821** ASSET # **3352**

START TIME:

FINISH TIME:

| 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. | X | | CONTROL SWITCH NOT RE-ENERGIZING UNIT * |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check all moving components for proper lubrication. Apply lubrication where required. | X | | |
| 2 | Check dampers to ensure they open and close properly. | X | | |
| 3 | Check all fan belts for wear, tension, alignment, and dirt accumulation. | X | | |
| 4 | Check fan wheels and fasteners for oil and dust accumulation and clean as necessary. | X | | |
| 5 | Check, clean, and/or replace both internal and external filters as necessary. | X | | |

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: