

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY010 BLDG1

MECHANIC
SIGNATURE: _____

DATE: 11/9/23

LOCATION/RM #: mechanical room

WO# 14232

ASSET # 3355,3356

START TIME: 9:30am

FINISH TIME: 10am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		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 INSPECT			
1	Check all moving components for proper lubrication. Apply lubrication where required.	✓	
2	Check dampers to ensure they open and close properly.	✓	
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	✓	
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	✓	
5	Check, clean, and/or replace both internal and external filters as necessary.	✓	



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the repair.

To be performed by: HVAC Technician

Additional Notes: