

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY070 BLDG2

**MECHANIC
SIGNATURE:** _____

DATE: 5/23/23

LOCATION/RM #: BLDG2 WO# 12698 ASSET # 3352

START TIME: 11:30am

FINISH TIME: 12pm

| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION | | | | |
| 1 | Check all moving components for proper lubrication. Apply lubrication where required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Check dampers to ensure they open and close properly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Check all fan belts for wear, tension, alignment, and dirt accumulation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Check fan wheels and fasteners for oil and dust accumulation and clean as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check, clean, and/or replace both internal and external filters as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material). Repairs 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: