

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		SPECIAL INSTRUCTIONS	
		YES	NO		
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 materials). If the repair cost exceeds \$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: