







PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY070 BLDG1MECHANIC
SIGNATURE: _____DATE: 8/7/23LOCATION/RM #: mechanical room
WO# 13454 ASSET # 3351,3353,3354START TIME: 11:30amFINISH TIME: 12:30pm

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 INSPECTION			
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: