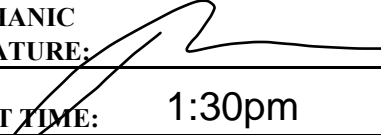


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY070 BLDG2
 mechanical room
 LOCATION/RM #: WO# 13458 ASSET # 3352

MECHANIC SIGNATURE:  DATE: 8/7/23
 START TIME: 1:30pm FINISH TIME: 2pm

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 material). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the work performed.

To be performed by: HVAC Technician

Additional Notes: