

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		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.	✓			
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 detailed description of the repair.

To be performed by: HVAC Technician

Additional Notes:

