

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY070 BLDG1

mechanical rooms

LOCATION/RM #: WO# 14207 ASSET # 3351,3353,
3354,MECHANIC
SIGNATURE: 

DATE: 11/16/23

START TIME: 10:30am

FINISH TIME: 11:15am

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

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description.

To be performed by: HVAC Technician

Additional Notes:

There's a workorder currently open for these ERV's