

## 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		
		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 SERVICE				
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 cost). Exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the work performed.

To be performed by: HVAC Technician

**Additional Notes:**

There's a workorder currently open for these e r v's

