

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: VA012

MECHANIC
SIGNATURE:

DATE: 5/6/25

LOCATION/RM #: WO# 18726 ASSET # 9020

START TIME: 2PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

3 piece energy recovery wheels are located in building 2.

No need for WO18726 ASSET 9020.

-AS