

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ENERGY RECOVERY VENTILATOR**

MECHANIC  
SIGNATURE: 

DATE: 5/6/25

SITE AND BLDG #: VA012

LOCATION/RM #: WO# 18729 ASSET # 9037

START TIME: 1PM

FINISH TIME: 2PM

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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

Energy recovery wheels check out flawlessly with no issues.

-AS