

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY010 BLDG1

MECHANIC
SIGNATURE: _____

DATE: 5/12/25


LOCATION/RM #: mechanical room

WO# 18679

ASSET # 3355,3356

START TIME: 10:45am

FINISH TIME: 11:15am

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 SET					
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: