

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY010-01

**MECHANIC
SIGNATURE:** Bill Davis

DATE: 12/4/2024

LOCATION/RM #: WO# 17035 **ASSET #** 3355, 3356

START TIME: _____

FINISH TIME: _____

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.		•	BAS will not allow me access to check.
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.	•		Replaced 20x25x1

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: