

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE:

Mike Wolfe

DATE:

8/27/19

LOCATION/RM #:

START TIME:

10:30am

FINISH TIME:

11:15am

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|--------------------------------|----------------|
| NY058-104 | 4987 | 10253 | | | | | J-11 23-pc VAV, Single Duct | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered. | ✓ | | |
| 2 | Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | | Wk | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | If EMS system permits, check that the operating controls activate damper per design specifications. | ✓ | | |
| 2 | If required, check damper linkage for tightness and lightly lubricate. | ✓ | | |
| 3 | If required, inspect dampers for free movement. | ✓ | | |
| 4 | If required, inspect actuators for tightness to mounting brackets. | ✓ | | |
| 5 | As needed, tighten electrical connections to servo motor. | ✓ | | |
| 6 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | | |

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:**



