

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE: *Mike Wolfe*

DATE: 8/27/19

LOCATION/RM #:

START TIME: 10:30a

FINISH TIME: 11:15a

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.		✓		
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:**



