PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VARIABLE FREQUENCY DRIVE

SITE AND BLDG #: NY058-104

LOCATION/RM #:

MECHANIC SIGNATURE: _michaelwolfe_ **DATE:** 9/24/19

START TIME: 1 pm **FINISH TIME:** 2 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	5322	10231					J-04 1-pc Variable Frequency Drive	
NY058-104	5323	10232					J-04 1-pc Variable Frequency Drive	
NY058-104	5324	10233					J-04 1-pc Variable Frequency Drive	
NY058-104	5325	10234					J-04 1-pc Variable Frequency Drive	
NY058-104	5326	10235					J-04 1-pc Variable Frequency Drive	
NY058-104	5327	10236					J-04 1-pc Variable Frequency Drive	

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 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	Clean VFD with vacuum	✓		
2	Tighten VFD electrical connections.	✓		

3	Verify proper operation of cooling fans and clean.	✓		
4	Ramp VFD up and down	✓		
5	Check overall condition of unit	✓		
6	Remove and dispose of any debris from any maintenance activity.	✓		
7	Document tasks performed during visit and report any observations to supervisor	✓		

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:**