

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VARIABLE FREQUENCY DRIVE**

SITE AND BLDG #: NY058-104

MECHANIC  
SIGNATURE:

DATE: 9/25/19

LOCATION/RM #:

START TIME: 10:30am FINISH TIME: 11am

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description                  | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|------------------------------------|----------------|
| NY058-104     | 5319 | 10228   |      |              |              |          | J-04 1-pc Variable Frequency Drive |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                 | <input checked="" type="checkbox"/> |  |  |
| 7 | Document tasks performed during visit and report any observations to supervisor | <input checked="" type="checkbox"/> |  |  |

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:**

