

# **PREVENTATIVE MAINTAINNCE PROGRAM CHECKLIST**

## **VAV/FAN POWERED VAV BOX**

**SITE AND BLDG #: NY058-104**

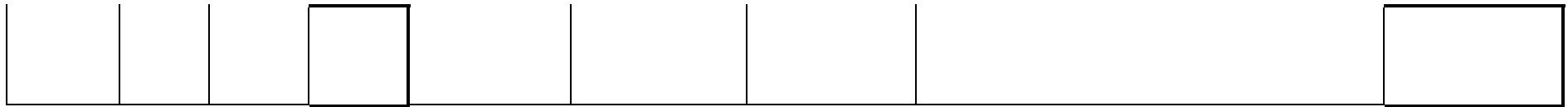
MECHANIC  
SIGNATURE: DEEN Rowe

DATE: 2/26/21

LOCATION/RM #: Entire Building - 104

START TIME: 8AM

FINISH TIME: 11 AM



| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 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.                         | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Check for unusual noise and vibration.  | ✓             |    |   |
| 2   | Check for deterioration of gaskets and seals  | ✓             |    |   |
| 3   | Check and tighten electrical connections  | ✓             |    |   |
| 4   | Check damper operation and lubricate  | ✓             |    | OPENED MANUALLY   |
| 5   | Check overall condition of unit   | ✓             |    |   |
| 6   | Check amperage if applicable- <b>indicate voltage in note section if applicable</b>   | ✓             |    |   |
| 7   | Check operating voltage- <b>indicate voltage in note section if applicable</b>  | ✓             |    |   |
| 8   | Clean motor, blower-housing and blower-wheel  | ✓             |    | AHU   |
| 9   | Check blower motor bearings   | ✓             |    | AHU   |
| 10  | Check blower operation  | ✓             |    | AHU   |
| 11  | Record temperatures   | ✓             |    |   |
| 12  | Check air flow sensor   | ✓             |    |   |
| 13  | Check air flow minimum and maximum  | ✓             |    |   |

|    |   |   |  |  |
|----|---|---|--|--|
| 14 | Remove and dispose of any debris from any maintenance activity. | ✓ |  |  |
|----|---|---|--|--|

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:**

\* BMS is not responding with VAV's (No DATA)  
- Building is operating manually

\* VAV's do not respond to Thermostat calls.

