PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV/FAN POWERED VAV BOX

SITE AND BLDG #: NY058-104

LOCATION/RM #: Building 104

MECHANIC SIGNATURE: Deen Rowe   **DATE:** 5/20-5/21/21

START TIME: 4pm 5/20/21   **FINISH TIME:** 12pm 5/21/21

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	12544	10253	FQ-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	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	✓		
5	Check overall condition of unit	✓		
6	Check amperage if applicable-**indicate voltage in note section if applicable**	✓		
7	Check operating voltage- **indicate voltage in note section if applicable**	✓		

8	Clean motor, blower-housing and blower-wheel	N	A		
9	Check blower motor bearings	N	A		
10	Check blower operation	N	A		
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:**

* Thermostats don't communicate with VAV's, BMS system is not working.