

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV/FAN POWERED VAV BOX

SITE AND BLDG #: NY058-104

**MECHANIC
SIGNATURE:**

DEEN Rowe

DATE: 11/15/21

LOCATION/RM #: Entire Building 104

START TIME: 1 pm

FINISH TIME: 230 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	14942	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	✓		
9	Check blower motor bearings	✓		
10	Check blower operation	✓		
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:**

* VAV's do not respond to Thermostat, BMS system is not working properly. All VAV's are opened fully manually, damper and supply valves.

