

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV/FAN POWERED VAV BOX

SITE AND BLDG #: NY058-104

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: 2/25/22

LOCATION/RM #: *Building 104*

START TIME: 8Am

FINISH TIME: 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	15906	10253	FQ-10253				J-11 23-pc VAV, Single Duct	
NY058-104	15976	10253	PM-FAN-10253				J-11 23-pc VAV, Single Duct	
NY058-104	16192	10253	PM-SA-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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

#### TO BE PERFORMED AT EACH INSPECTION SERVICE

1	Check for unusual noise and vibration.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Check for deterioration of gaskets and seals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check and tighten electrical connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Check damper operation and lubricate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Check overall condition of unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Check amperage if applicable- <b>indicate voltage in note section if applicable</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Check operating voltage- <b>indicate voltage in note section if applicable</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Clean motor, blower-housing and blower-wheel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Check blower motor bearings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Check blower operation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Record temperatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Check air flow sensor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Check air flow minimum and maximum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Remove and dispose of any debris from any maintenance activity.	<input checked="" type="checkbox"/>	<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:**

\* BMS not working, VAV's can not be controlled, they are always running.