

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV/FAN POWERED VAV BOX

SITE AND BLDG #: NY058-104

**MECHANIC
SIGNATURE:**

Deen Rowe

DATE: 11/23/22

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	19418	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.	<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"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check for unusual noise and vibration.	<input checked="" type="checkbox"/>		
2	Check for deterioration of gaskets and seals	<input checked="" type="checkbox"/>		
3	Check and tighten electrical connections	<input checked="" type="checkbox"/>		
4	Check damper operation and lubricate	<input checked="" type="checkbox"/>		
5	Check overall condition of unit	<input checked="" type="checkbox"/>		
6	Check amperage if applicable-indicate voltage in note section if applicable	<input checked="" type="checkbox"/>		

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:**