

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG#: NY058-104

MECHANIC

SIGNATURE: *SIGNATURE ON FILE (DROWE)*

DATE: 8/7/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY058-104	2-23641		PM-SA-10253					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
		TO BE PERFORMED AT EACH INSPECTION SERVICE
1	If EMS system permits, check that the operating controls activate damper per design specifications	
2	If required, check damper linkage for tightness and lightly lubricate	
3	If required, inspect dampers for free movement	
4	If required, inspect actuators for tightness to mounting brackets	
5	As needed, tighten electrical connections to servo motor	
6	Inspect unit for overall condition and recommend for replacement or other needed repairs	

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: General Maintenance Worker

Additional Notes: