

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV/FAN POWERED VAV BOX

SITE AND BLDG #: NY058-104

LOCATION/RM #: Building 104

MECHANIC  
SIGNATURE: *Deen Rose*

DATE: 2/15/23

START TIME: 11am

FINISH TIME: 1230pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	20633	10253	FQ-10253	(null)			J-11 23-pc VAV, Single Duct	
NY058-104	20679	10253	PM-FAN-10253	(null)			J-11 23-pc VAV, Single Duct	
NY058-104	20959	10253	PM-SA-10253	(null)			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- <b>indicate voltage in note section if applicable</b>	✓		
7	Check operating voltage- <b>indicate voltage in note section if applicable</b>	✓		
8	Clean motor, blower-housing and blower-wheel	✓	A	
9	Check blower motor bearings	✓	A	
10	Check blower operation	✓	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:**

- BMS system is not working properly for NY058, system is functioning manually.

