

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV/FAN POWERED VAV BOX

SITE AND BLDG #: NY058-104

MECHANIC
SIGNATURE: *Deen Rose*

DATE: 2/18/20

LOCATION/RM #: *Entire Building*

START TIME: 10am

FINISH TIME: 3pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	6923	10253	FQ-10253				J-11 23-pc VAV, Single Duct	
NY058-104	6979	10253	PM-FAN-10253				J-11 23-pc VAV, Single Duct	
NY058-104	7229	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	
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	✓		24 volts
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:**

* Air flow/fan is working fine on VAV's, there is no heating, because the heating coils are not getting the signal to bring in heat. (CM) There is a signal/communication error at some of the VAV's, to get hot water to the coils at the VAV box.



