

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: NY070N01	MECHANIC SIGNATURE: James R Groft Jr	DATE: 05/27/2025
LOCATION/RM #: WO# 18654 ASSET # 4742	START TIME:	FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	If EMS system permits, check that the operating controls activate damper per design specifications.-		X	N/A	Record CFM AIR FLOW _____
2	If required, check damper linkage for tightness and lightly lubricate.	X			
3	If required, inspect dampers for free movement.	X			
4	If required, inspect actuators for tightness to mounting brackets.	X			
5	As needed, tighten electrical connections to servo motor.	X			
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X			

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: