

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **NY070N01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **08/08/2025**

LOCATION/RM #:

WO# **19560**ASSET # **3351**

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		ERV-1
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check all moving components for proper lubrication. Apply lubrication where required.	X		
2	Check dampers to ensure they open and close properly.	X		
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	X		
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	X		
5	Check, clean, and/or replace both internal and external filters as necessary.	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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: