

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: **NY070N01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **11/30/2025**LOCATION/RM #: **WO# 20436** 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		VAV-1	UNIT NOT FOUND
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: