

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

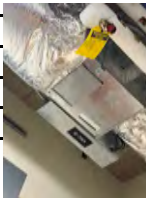
VAV BOX

SITE AND BLDG #: NY070N01 **MECHANIC** **SIGNATURE:** James R Groft Jr **DATE:** 11/30/2025

LOCATION/RM #: WO# 20436 ASSET #4784 **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-5
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
2	If required, check damper linkage for tightness and lightly lubricate.		X	N/A
3	If required, inspect dampers for free movement.		X	N/A
4	If required, inspect actuators for tightness to mounting brackets.		X	N/A
5	As needed, tighten electrical connections to servo motor.		X	N/A
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

Record CFM AIR FLOW _____





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: