

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **NY070N02**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **11/30/2025**

LOCATION/RM #:

WO# **20455**ASSET # **3352**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                          | 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:**