

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **NY126N01**

MECHANIC
SIGNATURE: **James R Groft Jr**

DATE: **11/30/2025**

LOCATION/RM #: **WO# 20441** **ASSET # 3137**

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	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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: