

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY126N02MECHANIC
SIGNATURE: James R Groft JrDATE: 05/14/2025LOCATION/RM #: _____ WO# 18641 ASSET # 3136

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		2 @ 20 X 24 X 2 MERV 8	2 @ 12 X 24 X 2 MERV 8	

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: