PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY126N02

MECHANIC SIGNATURE: James R Groft **DATE:** 02/18/2026

LOCATION/RM #: **WO#** 20993 **ASSET #** 3136

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	No access at this time
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 perfomed by: HVAC Technician
Additional Notes: