

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **CONTROL BOX**

**SITE AND BLDG #: VA010-02**

**MECHANIC  
SIGNATURE:**

*Robert Rind*

**DATE:**

*9.4.19*

**LOCATION/RM #:**

**START TIME:**

*10AM*

**FINISH TIME:**

*11AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA010-02	10862	8066		<i>Square D</i>			J-1502000-57 2-pc control box	<i>Garage</i>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	✓		
2	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check for unusual noise and vibration.		✓	
2	Check for deterioration of gaskets and seals		✓	
3	Check and tighten electrical connections		✓	
4	Check damper operation and lubricate		✓	
5	Check overall condition of unit		✓	
6	Check amperage if applicable-indicate voltage in note section if applicable		✓	
7	Check operating voltage- indicate voltage in note section if applicable		✓	

8	Clean motor, blower-housing and blower-wheel		✓	
9	Check blower motor bearings		✓	
10	Check blower operation		✓	
11	Record temperatures		✓	
12	Check air flow sensor		✓	
13	Check air flow minimum and maximum		✓	
14	Remove and dispose of any debris from any maintenance activity.		✓	

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:**



Controller turns on/off  
vehicle exhaust that is  
not in use.

CM Needed