

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: PA027

MECHANIC
SIGNATURE:*Pat Bernathm*

DATE: 11/1/2023

LOCATION/RM #: WO# 14208 ASSET # 4830

START TIME: 8:30AM

FINISH TIME: 10:30AM

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.	●		 A yellow maintenance record tag is attached to a metal pipe. The tag has handwritten text: 'ASSET 4830', '4930', 'MAINTENANCE RECORD', 'DATE 11-1-23', 'TIME 08:30 AM', and 'BY PM'. The tag is secured with a metal clip.
TO BE PERFORMED AT EACH INSPECTION				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	●		CFM AIR FLOW <u>1.6</u>  A close-up photograph of a damper actuator with a yellow maintenance record tag attached. The tag has handwritten text: 'ASSET 4830', '4930', 'MAINTENANCE RECORD', 'DATE 11-1-23', 'TIME 08:30 AM', and 'BY PM'. The tag is secured with a metal clip.
2	If required, check damper linkage for tightness and lightly lubricate.	●		
3	If required, inspect dampers for free movement.	●		
4	If required, inspect actuators for tightness to mounting brackets.	●		
5	As needed, tighten electrical connections to servo motor.	●		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	●		Check damper and tested  Two photographs showing the damper actuator and its internal components. A yellow maintenance record tag is attached to the actuator. The tag has handwritten text: 'ASSET 4830', '4930', 'MAINTENANCE RECORD', 'DATE 11-1-23', 'TIME 08:30 AM', and 'BY PM'. The tag is secured with a metal clip.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials). For any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and description.

To be performed by: HVAC Technician

Additional Notes: