

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAV BOX**

SITE AND BLDG #: PA027

MECHANIC  
 SIGNATURE: *Pat B. Bauman* DATE: 5/3/2024

LOCATION/RM #: WO# 15535 ASSET # 4830

START TIME: 7:50AM FINISH TIME: 10:45AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACT (IF TASK COMPLETE IS CHECKED NO NOTES)	SPECIAL INSTRUCTIONS	
		YES	NO			
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.	●				
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>						
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	●		Record CFM AIR FLOW	6.8	
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.	●				

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

To be performed by: HVAC Technician

**Additional Notes:**