

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #:	VA001	MECHANIC SIGNATURE:	HVAC TECH	
LOCATION/RM #:	WO# <u>2465</u> ASSET # <u>4567</u>	DATE:	11/02/2022	
START TIME:	9:00	FINISH TIME:	11:00	
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.	Y		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	Y		Record CFM AIR FLOW <u>360CFM</u>
2	If required, check damper linkage for tightness and lightly lubricate.	Y		
3	If required, inspect dampers for free movement.	Y		
4	If required, inspect actuators for tightness to mounting brackets.	Y		
5	As needed, tighten electrical connections to servo motor.	N/A		Connections are sealed
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	Y		

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: