

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: VA001
MECHANIC SIGNATURE: HVAC TECH
DATE: 11/02/2022

LOCATION/RM #: WO# 2465 **ASSET #** 4567
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: