

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**Saugerties 128**  
**SITE AND BLDG #:**

**MECHANIC  
SIGNATURE:**

**2/10/2022**

**DATE:**

**LOCATION/RM #:** **site**  **WO#**

**ASSET #** **10795**

**START TIME:** **1230**

**FINISH TIME:** **1430**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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 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.	✓		vav 118, vav126, vav106,vav 107,
2	If required, check damper linkage for tightness and lightly lubricate.	✓		vav102 hot water valves broken, need
3	If required, inspect dampers for free movement.	✓		replacement
4	If required, inspect actuators for tightness to mounting brackets.	✓		
5	As needed, tighten electrical connections to servo motor.	✓		valve actuator AP33A000
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) 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:**