

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

**SITE AND BLDG #:**NY070N01**MECHANIC****SIGNATURE:**James R Groft Jr**DATE:**05/31/2024**LOCATION/RM #:** WO#15534    **ASSET #**4784**START TIME:****FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	X		Record CFM AIR FLOW _____
2	If required, check damper linkage for tightness and lightly lubricate.	X		
3	If required, inspect dampers for free movement.	X		
4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

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:**