

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

**SITE AND BLDG #:** NY070 BLDG1

**MECHANIC  
SIGNATURE:**

**DATE:** 5/23/23

**LOCATION/RM #:** BLDG1 WO# 12677 ASSET # 4742,4784

**START TIME:** 10am

**FINISH TIME:** 10:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		
		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.	✓		
TO BE PERFORMED AT EACH INSPECTION				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	✓		
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). Any repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the work performed.

To be performed by: HVAC Technician

**Additional Notes:**