

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		SPECIAL INSTRUCTIONS	TO BE PERFORMED AT EACH INSPECTION
		YES	NO		
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.	✓			
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 materials). Any repair identified during PM that exceeds \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the repair.

To be performed by: HVAC Technician

Additional Notes: