

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: **NY070 BLDG1**MECHANIC
SIGNATURE: DATE: **11/16/23**LOCATION/RM #: **bldg1 WO# 14207 ASSET # 4742,4764**START TIME: **11:15am**FINISH TIME: **11:45am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS
		YES	NO	
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 materials). If the repair cost exceeds \$250, the technician shall 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: