

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: **NY127 BLDG1**MECHANIC
SIGNATURE: DATE: **2/27/23**LOCATION/RM #: **BLDG1 WO# 20653, ASSET # 190917-615
21038**START TIME: **7am**FINISH TIME: **8am**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | 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 SERVICE | | | | |
| 1 | If EMS system permits, check that the operating controls activate damper per design specifications.- | ✓ | | Record CFM AIR FLOW <u>300</u> |
| 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 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: