

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: PA027

MECHANIC
SIGNATURE:

DATE: 11/3/2025

LOCATION/RM #: WO# 20437 ASSET # 4830

START TIME: 1:00PM

FINISH TIME: 2:30PM

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>7.1</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: