

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: White Plains MD066

MECHANIC
SIGNATURE:




DATE: 8/5/20

LOCATION/RM #: mech rm WO# 12542 ASSET # 286

START TIME:

10:30.

FINISH TIME: 11:05

| 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 | Check all moving components for proper lubrication. Apply lubrication where required. | ✗ | |  |
| 2 | Check dampers to ensure they open and close properly. | ✗ | | |
| 3 | Check all fan belts for wear, tension, alignment, and dirt accumulation. | ✗ | | |
| 4 | Check fan wheels and fasteners for oil and dust accumulation and clean as necessary. | ✗ | | |
| 5 | Check, clean, and/or replace both internal and external filters as necessary. | ✗ | | |



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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: