

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG #: WV035-01

**MECHANIC
SIGNATURE:**

Andy B...

DATE: 5-23-19

LOCATION/RM #:

START TIME: 12:15 PM

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-01	8745	4720	PM-SA-4720	Trane	40201220VV551	N/A	J-1502000-11 11-pc VAV VVB 102, 104,109, 110, 124,129, 130, 105,106, 107, 108	Rm107

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	✓		
2	Follow lock out/tag out procedures always. 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.	✓		
2	If required, check damper linkage for tightness and lightly lubricate.		✓	N/A
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:**

