

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG #: 207116-01 MECHANIC SIGNATURE: [Signature] DATE: 8/15/13
LOCATION/RM #: 800C WO# 4554 ASSET # 10671 START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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 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.	☒	☐	CLEAR WORK AREA
2	If required, check damper linkage for tightness and lightly lubricate.	☒	☐	DAMPERS WORK
3	If required, inspect dampers for free movement.	☒	☐	ALL ELECTRICAL CONNECTIONS
4	If required, inspect actuators for tightness to mounting brackets.	☒	☐	
5	As needed, tighten electrical connections to servo motor.	☒	☐	CLEAR DAMPERS
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: