

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **VARIABLE FREQUENCY DRIVE**

**SITE AND BLDG #:** 24020-356

**MECHANIC SIGNATURE:** [Signature] **DATE:** 3/6/2020

**LOCATION/RM #:** \_\_\_\_\_ **WO#** \_\_\_\_\_ **ASSET #** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

DEFICIENCY DESCRIPTION		COMPLETION DATE		NOTIFICATION	
1	2	3	4	5	6
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.	<input checked="" type="checkbox"/>			
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.	<input checked="" type="checkbox"/>			
1	Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as necessary. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications.	<input checked="" type="checkbox"/>			Clean housings
2	Proper cooling is critical to the operation of a VFD. Fans are energized and tested for air flow. Heat sinks and air passages are inspected to detect blockage or broken/cracked components. Fans are replaced as necessary.	<input checked="" type="checkbox"/>			
3	Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal.	<input checked="" type="checkbox"/>			OK

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:**

ASSET # - 24020  
190917-215-7671  
190917-216-7671

