

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Room 107 **WO#** 7675 **ASSET #**190917-383

**START TIME:**

**FINISH TIME:**

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.	X		
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.	X		
2	If required, check damper linkage for tightness and lightly lubricate.	X		
3	If required, inspect dampers for free movement.	X		
4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

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:**

These units are listed as heat pumps, but they are the same units as the VAVs.

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Room 142 **WO#** 7675 **ASSET #**190917-384

**START TIME:**

**FINISH TIME:**

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.	X		
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.	X		
2	If required, check damper linkage for tightness and lightly lubricate.	X		
3	If required, inspect dampers for free movement.	X		
4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

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:**

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## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** NY060 - 01      Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Office      **WO#** 7675      **ASSET #** 190917-385

**START TIME:**

**FINISH TIME:**

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.	X		
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.	X		
2	If required, check damper linkage for tightness and lightly lubricate.	X		
3	If required, inspect dampers for free movement.	X		
4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

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To be performed by: HVAC Technician

**Additional Notes:**

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## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## MECHANIC

SIGNATURE: Christopher N Pothier DATE: 3-18-20

**START TIME:****FINISH TIME:**

**SITE AND BLDG #:** NY060 - 01 Main Building

Male

**LOCATION/RM #: locker room** **WO# 7675** **ASSET #190917-387**

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.	X		
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.	X		
2	If required, check damper linkage for tightness and lightly lubricate.	X		
3	If required, inspect dampers for free movement.	X		
4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		

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:**

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## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Gym **WO#** 7675 **ASSET #** 190917-388

**START TIME:**

**FINISH TIME:**

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.	X		
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4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
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To be performed by: HVAC Technician

**Additional Notes:**

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## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Room 128 WO# 7675 ASSET #190917-389

**START TIME:**

**FINISH TIME:**

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.	X		
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS system permits, check that the operating controls activate damper per design specifications.	X		
2	If required, check damper linkage for tightness and lightly lubricate.	X		
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4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
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To be performed by: HVAC Technician

**Additional Notes:**

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## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAV BOX

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Room 127 **WO#** 7675 **ASSET #**190917-390

**START TIME:**

**FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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### VAV BOX

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Hallway **WO#** 7675 **ASSET #** 190917-391

**START TIME:**

**FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Hallway **WO#** 7675 **ASSET #** 190917-392

**START TIME:**

**FINISH TIME:**

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**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Hallway **WO#** 7675 **ASSET #** 190917-393

**START TIME:**

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