

September checklist 2023

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

ny011

SITE AND BLDG #:
supply room

LOCATION/RM #:

23789

24259

WO#

0921-29

0921-29

ASSET #

MECHANIC

SIGNATURE:

Ramon V

DATE:

9-12-2023

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.			
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	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.			replace 2 piece 20x20x2 filter

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: