

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

**SITE AND BLDG #:** White Plains MD066

**MECHANIC  
SIGNATURE:** 

**DATE:** 8/23/22

**LOCATION/RM #:** Mech   **WO#** 18843   **ASSET #** 171.172  
Rm.

**START TIME:** 12:10

**FINISH TIME:** 12:35

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE  |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|--|----|---|
|   |   | YES  | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |  |    |   |
| 1   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.   |     |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |  |    |   |
| 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. |    |    |   |
| 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.  |    |    |   |
| 3   | Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal.   |  |    |   |

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:**