





Carbon Neutral



## VAV WITH REHEAT WORKORDER

Unit Tag: VAVRH-1

<b>Equipment Type</b> <b>Manufacturer</b> <b>Model No.</b> <b>Serial No.</b>  <b>Building</b> <b>Floor</b> <b>Room name</b> <b>Year installed</b>	VAV with HW reheat XXX VAVRH 111102870  Special procedure space First floor Special procedure room 1998	    McKew is a senior project engineer with InterPro Solutions. Reach her at <a href="mailto:amckew@interprosoft.com">amckew@interprosoft.com</a> .
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Equipment Information	Description	Item quantity	Actual quantity
Boilers		1	

Special Instructions	Yes	No	N/A
1 Make sure you have special tools.			✓
2 Follow lock out/tag out and safety procedures.			✓
3 Attach manufacturer's maintenance checklist.			✓
4			
5			
6			

Task #	Monthly	Quarterly	Semi-Annually	Annually
10 Warning: To prevent personal injury, follow lock out/tag out and safety procedures identified in the manufacturer's manual.			✓	✓
20 Check with operating personnel for deficiencies.			✓	✓
30 Open and close VAV control box access.			✓	✓
40 Verify that the pneumatic tubing/electrical connections are in place and tight.			✓	✓
50 Tighten arm on motor output shaft.			✓	✓
60 Cycle actuator while watching for proper operation, verify that blades fully open and close.			✓	✓
70 Lubricate actuator linkage and damper blade pivot points.			✓	✓
80 Clean area around unit.			✓	✓
90 Complete the workorder and report deficiencies.			✓	✓

Technician's Comments	
1	Inspect insulation for damage and repair as needed.
2	
3	