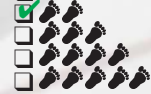






Carbon Neutral



## AIR TERMINAL DEVICE WITH REHEAT

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 box with reheat X-Y-Z VAVRH 111010271  Administration building 2nd floor — ceiling Office 211 1980	  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		
Energy recovery unit		VAV RH	1			
Special Instructions		Yes	No	N/A		
1	Turn off electrical power.			✓		
2	Make sure to have special tools.			✓		
3	Make sure to have correct filters					
4	Make sure to have correct lubricants			✓		
5	Attach manufacturer's maintenance checklist			✓		
6						
Task #		Monthly	Semi-Annually	Start Up	Shutdown	Annually
1	Clean the area around equipment.					✓
2	Open and close VAV control box for access.					✓
3	Check that the pneumatic tubing and/or electrical and DDC connections are in place and tight.					✓
4	Tighten arm on motor output shaft.					✓
5	Cycle actuator while watching for proper operation, verify that blades fully open and close.					✓
6	Lubricate actuator linkage and damper blade pivot points.					✓
7	Drain, flush, and clean strainer.					✓
8	Remove access panel and vacuum coil.					✓
9	Check coil and piping for leaks, damage, and corrosion as necessary.					✓
10	Clean out debris/dirt blown against damper.					✓
11	Lubricate valve actuator stem and valve stem where possible.					✓
12	Check operator and tubing for air leaks.					✓
13	Fill out maintenance checklist and report deficiencies.					✓
Technician's Comments						
1						
2						
3						