

Ventilation Systems Preventive Maintenance (PM) Log

Employer Name: ABC Mechanical Corp.
Facility Name: 556 E 65th St
Air Handling Unit Outside Air Handler 1
Area Served Floors 1-15

Date	PM Action	Initials
1/30/09	Changed filters, inspected valves	BT
2/29/09	Changed filters, inspected valves (note: corrosion on exterior of hot water control valve)	BT
3/30/09	Changed filters, inspected valves (note: corrosion of hot water control valve, order replacement valve)	BT
4/28/09	Changed filters (note: order more filters), replaced hot water control valve w/ Honeywell two-way control valve	BT
5/30/09	Changed filters, inspected valves	BT
6/27/09	Changed filters, inspected valves, vents, dampers, and intakes (note: Zone 2 damper needs new actuator, order replacement actuator)	BT
7/30/09	Changed filters, inspected valves, replaced Zone 2 damper actuator	BT
8/29/09	Changed filters, inspected valves	BT
9/30/09	Changed filters, inspected valves	BT
10/29/09	Changed filters (note: order more filters), inspected valves	BT
11/30/09	Changed filters, inspected valves	BT
12/23/09	Changed filters, Comprehensive Inspection (note: corrosion on exterior of casing, Zone 3 damper jammed), Cleaned heating coils and heat exchanger	BT
1/30/10	Changed filters, inspected valves	BT