



VARIABLE AIR VOLUME (VAVs) Preventative Maintenance Checklist

CUSTOMER & JOB INFORMATION

Company:		Date:	
Address:		Tech Name:	
		License #:	
Contact:		Job Number:	

UNIT INFORMATION

Unit Location:		Serial No.:	
Make:		Model:	
Notes:			

TASK LIST	RESULTS YES/NO/NA	REMARKS
Check actuator and damper operation		
Check airflow switch		
Check/tighten electric and low voltage connections		
Check BAS Control Communication (if applicable)		
Check temperature set points for associated sensors (verify calibration)		

ADDITIONAL NOTES/COMMENTS

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DEFICIENCIES

Severity	Description of the issue	Take a picture of the issue

CLOSING

Date & Time Complete:			
Customer Name:		Technician Name:	
Customer Signature:		Technician Signature:	