

## Maintenance Task

**PM No.**    **Title**  
**R10**      **VAV INSPECTION**

**Frequency**  
**ANNUAL**

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### MAINTENANCE TASK DESCRIPTION:

1. Inspect Variable Air Volume Dampers.

### SPECIAL INSTRUCTIONS:

1. Review manufacturer's operation and maintenance instructions.
2. Schedule outage of equipment with operating personnel.
3. Follow site safety procedures and your supervisor's instructions.
4. Record and report to your supervisor any equipment damage or deficiencies found while performing this task.
5. Cover and protect all surfaces below the VAV.
6. Protect ceiling tiles and grids from damage and dirt.
7. Clean up the area after working.

### PROCEDURES:

1. Check operation for excessive vibration, noise, and evidence of any overheating.
2. Inspect exterior of VAV Dampers. Clean dirt and grime from shaft and actuator.
3. Tighten actuator collar lock nuts.
4. Take manual control of actuator and move damper to full open and shut positions. Verify smooth movement and no apparent slippage at the actuator collar.
5. Check for evidence of air leaks.
6. Return unit to service.

### TOOLS, MATERIALS, AND EQUIPMENT:

1. Mechanic's tool set.
2. Ladder.
3. Cleaning materials.
4. Vacuum.