

February checklist
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER
boiler control

MECHANIC
SIGNATURE: **Ramon V**

DATE: **2-22-2021**

SITE AND BLDG #: **ny116-01**

LOCATION/RM #: **229**

WO# **11878**

ASSET # **190917-463**

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	check		
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	check		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	check		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	check		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	check		bmc controller ok
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	check		
4	Check electrical power connections including incoming line voltage.	check		
5	Check all fuses for evidence of heating or weakening.	check		
6	Check inputs and outputs on DDC/PLC check input and outputwiring connections for tightness very carefully.	check		
7	If applicable, check relays for burnt contact points.	check		
8	Check all point labels are correct and up to date, if applicable.	check		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	check		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: