

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA051-09 MECHANIC SIGNATURE: Sott Kardus DATE: 3/22/19

LOCATION/RM #: MECH WO# 7959 ASSET # 5315 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.	X		
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	X		
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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	X		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	X		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.		X	Can't Power Controller Down
4	Check electrical power connections including incoming line voltage.	X		
5	Check all fuses for evidence of heating or weakening.	X		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	X		
7	If applicable, check relays for burnt contact points.	X		
8	Check all point labels are correct and up to date, if applicable.	X		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	X		

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.