

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **DDC CONTROLLER -HVAC Control Panel**

SITE AND BLDG #: 4051-194-01 MECHANIC SIGNATURE: Dan Stump DATE: 3/27/19

LOCATION/RM #: Bellini WO# 8013 ASSET # 5252 START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. | ✓             |    |                                                                         |
| 2                                          | Read and understand the manufacturer's instructions before making any adjustments or calibrations.                                                                               | ✓             |    |                                                                         |
| 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.                      | ✓             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                          | Obtain username and password for login. If not available, contact appropriate company manager to obtain access.                                                                  | ✓             |    |                                                                         |
| 2                                          | Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.                                                      | ✓             |    | NO LOG IN OR CUMULATIVE ACCESS                                          |
| 3                                          | Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.                                                   | ✓             |    |                                                                         |
| 4                                          | Check electrical power connections including incoming line voltage.                                                                                                              | ✓             |    |                                                                         |
| 5                                          | Check all fuses for evidence of heating or weakening.                                                                                                                            | ✓             |    |                                                                         |
| 6                                          | Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.                                                                      | ✓             |    |                                                                         |
| 7                                          | If applicable, check relays for burnt contact points.                                                                                                                            | ✓             |    |                                                                         |
| 8                                          | Check all point labels are correct and up to date, if applicable.                                                                                                                | ✓             |    |                                                                         |
| 9                                          | Check all plug connections in the panel to ensure the plugs are fully seated.                                                                                                    | ✓             |    |                                                                         |

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.