

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DDC CONTROLLER

SITE AND BLDG #: WV002

MECHANIC  
SIGNATURE

*Brian M. Smart*

DATE: 9-19-2023

LOCATION/RM #: WO# 13822 ASSET # 5274

START TIME: 700AM

FINISH TIME: 330

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                         |
| 1                                          | 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.                                 | ●             |    |                                                                         |
| 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 all fuses for evidence of heating or weakening.                                                                                                       | ●             |    |                                                                         |
| 5                                          | Check sytem for alarms                                                                                                                                      | ●             |    |                                                                         |
| 6                                          | 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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**