

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

SITE AND BLDG #: WV002LOCATION/RM #: WO# 13829 ASSET # 5350MECHANIC  
SIGNATURE:DATE: 9-19-2023START TIME: 700AMFINISH TIME: 330

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	<input checked="" type="radio"/>	<input type="radio"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="radio"/>	<input type="radio"/>	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	<input checked="" type="radio"/>	<input type="radio"/>	
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	<input checked="" type="radio"/>	<input type="radio"/>	
4	Check all fuses for evidence of heating or weakening.	<input checked="" type="radio"/>	<input type="radio"/>	
5	Check system for alarms	<input checked="" type="radio"/>	<input type="radio"/>	
6	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="radio"/>	<input type="radio"/>	

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:**