

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

<b>SITE AND BLDG #:</b>	<b>VA012-01</b>		<b>MECHANIC SIGNATURE:</b>	<b>Aaron Skeens</b>	<b>DATE:</b>	<b>3/7/2023</b>
<b>LOCATION/RM #:</b>	<b>WO# 12279</b>	<b>ASSET # 5281</b>	<b>START TIME:</b>	<b>1PM</b>	<b>FINISH TIME:</b>	<b>2PM</b>

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
<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:** This controller in the mechanical room checks out great and is working in proper order with no issues.

-AS