

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DDC CONTROLLER

 SITE AND BLDG #: VA012-01


 MECHANIC  
SIGNATURE: 

 DATE: 9/6/23

 LOCATION/RM #: \_\_\_\_\_ WO# 13826 ASSET # 5348

 START TIME: 9AM

 FINISH TIME: 10AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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					
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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

HVAC Controller checks out well with no issues  
-AS