

**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

<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>	
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.	●		
<b>TO BE PERFORMED AT EACH INDIVIDUAL CHECKPOINT</b>				
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 system 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