

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: WV006-1LOCATION/RM #: WO# 12280 ASSET #MECHANIC
SIGNATURE:*Brian McDonald*

DATE:

3-6-2023

START TIME:

730

FINISH TIME:

330

| 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. | <input checked="" type="radio"/> | <input type="radio"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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:

