

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: VA001-01

MECHANIC
SIGNATURE: 

DATE: 2-SEP-2025

LOCATION/RM #:

WO# 20020

ASSET # 9002

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

Building controls in building 1 check out well with no issues or alarms at this time
-AS

