

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: VA039-01

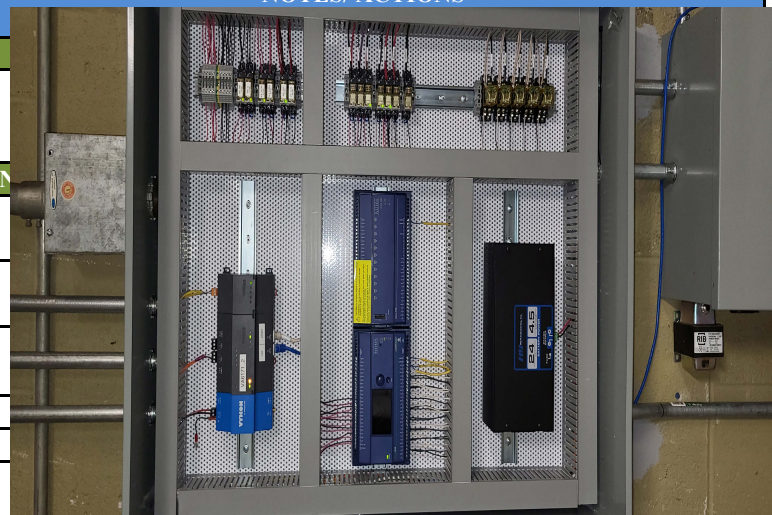
MECHANIC  
SIGNATURE: 

DATE: 11-SEP-2025

LOCATION/RM #: WO# 20025 ASSET # 9078

START TIME: 2PM

FINISH TIME: 3PM

| CHECK POINT                        | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS  |  |
|------------------------------------|---|---------------|----|---|--|
|                                    |   | 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:

All building controls at VA039 check out with no issues.  
-AS

