





PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: WV046-02MECHANIC
SIGNATURE: *Rubén A. Buitrago*DATE: Mar 21, 2023LOCATION/RM #: _____ WO# 12272 ASSET # see notes

START TIME: _____

FINISH TIME: _____

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 INTERVAL						
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: covers asset's 5250 5261 5327 5328