

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER -HVAC Control Panel**

**SITE AND BLDG #:** PA051-19402      **MECHANIC SIGNATURE:** SK      **DATE:** 1/18/19  
**LOCATION/RM #:** LOFT    **WO#** 10898    **ASSET #** 5312      **START TIME:** 10 30      **FINISH TIME:** 10 35

| CHECKPOINT                                 | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO PROVIDED EXPLANATION) |
|--|--|---------------|----|---|
|  |  | YES           | NO |   |
| 1  | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓             |    |   |
| 2  | Read and understand the manufacturer's instructions before making any adjustments or calibrations.   | ✓             |    |   |
| 3  | 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 SERVICE |  |               |    |   |
| 1  | Obtain username and password for login. If not available, contact appropriate company manager to obtain access.  | N/A           |    |   |
| 2  | Login into system, check for any alarms currently on system.   | N/A           |    |   |
| 3  | Mate necessary repairs to correct alarms back to normal state.   |               |    |   |
| 4  | Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.   | ✓             |    |   |
| 5  | Check electrical power connections including incoming line voltage.  | ✓             |    |   |
| 6  | Check all fuses for evidence of heating or weakening.  | ✓             |    |   |
| 7  | Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.  | ✓             |    |   |
| 8  | If applicable, check relays for burnt contact points.  | ✓             |    |   |
| 9  | Check all point labels are correct and up to date, if applicable.  | ✓             |    |   |
|  | 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: