

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

<u>SITE AND BLDG #:</u> <i>PA051-19401</i>		<u>MECHANIC SIGNATURE:</u> <i>SK</i>	<u>DATE:</u> <i>9/18/19</i>
<u>LOCATION/RM #:</u> <i>MECH</i> <u>WO#</u> <i>10956</i> <u>ASSET#</u> <i>5349</i>		<u>START TIME:</u> <i>10 25</i>	<u>FINISH TIME:</u> <i>10 30</i>
<u>CHECK POINT</u>	<u>CHECKPOINT DESCRIPTION</u>	<u>TASK COMPLETE</u> YES      NO	<u>NOTES/ ACTIONS</u> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
<u>TO BE PERFORMED AT EACH INSPECTION SERVICE</u>			
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.	/	
4	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	/	
5	Login into system, check for any alarms currently on system.	/	
6	Make necessary repairs to correct alarms back to normal state.		<i>NORMAL</i>
7	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	/	
8	Check electrical power connections including incoming line voltage.	/	
9	Check all fuses for evidence of heating or weakening.	/	
10	Check inputs and outputs on DDC/PLC check input and output/wiring connections for tightness very carefully.	/	
11	If applicable, check relays for burnt contact points.	/	
12	Check all point labels are correct and up to date, if applicable.	/	
13	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:**

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

**SITE AND BLDG #:** PHAS1-19401      **MECHANIC SIGNATURE:** SK      **DATE:** 9/18/19  
**LOCATION/RM #:** MECH    **WO#:** 10956    **ASSET #:** 5249      **START TIME:** 10 20      **FINISH TIME:** 10 25

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE 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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✓		
3	Make necessary repairs to correct alarms back to normal state.		✓	<b>NORMAL</b>
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 plug connections 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:**

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

**SITE AND BLDG #:** PA051 - 19401      **MECHANIC SIGNATURE:** SK      **DATE:** 9/18/19  
**LOCATION/RM #:** MECH    **WO#** 10956    **ASSET #** 5849      **START TIME:** 10:15      **FINISH TIME:** 10:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✓		
3	Make necessary repairs to correct alarms back to normal state.		✓	<b>NORMAL</b>
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:**

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

**SITE AND BLDG#:** PracSI-19401      **MECHANIC SIGNATURE:** SK      **DATE:** 9/18/19  
**LOCATION/RM#:** MECH    **WO#** 10956    **ASSET #** 5349    **START TIME:** 10 10    **FINISH TIME:** 10 15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE 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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✓		
3	Make necessary repairs to correct alarms back to normal state.	✓		NORMAL
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.	✓		
	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			
<b>Additional Notes:</b>				

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

**SITE AND BLDG #:** PA051-19401

**MECHANIC SIGNATURE:** SK

**DATE:** 9/18/19

**LOCATION/RM #:** MECH **WO#** 10956 **ASSET #** 5252

**START TIME:** 1005

**FINISH TIME:** 1010

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS OR TASK COMPLETE IS CHECKED NO PROBLEM 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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✓		NORMAL
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 electrical power connections including incoming line voltage.	✓		
5	Check all fuses for evidence of heating or weakening.	✓		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	✓		
7	If applicable, check relays for burnt contact points.	✓		
8	Check all point labels are correct and up to date, if applicable.	✓		
9	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:**