

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA053-02

MECHANIC SIGNATURE: SK

DATE: 9/16/19

LOCATION/RM #: 365 **WO#** 109167 **ASSET #** 5325

START TIME: 10

FINISH TIME: 10 05

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.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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 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.