

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #:

P2096-01

LOCATION: *Boiler*

WAT 10209 Asset # 5262

MECHANIC  
SIGNATURE:

START TIME:

TJ E  
2/10

DATE:

2/10/18

FINISH TIME:

2/10

ITEM	DESCRIPTION/INSTRUCTION	PARK COMMITTEE		TO BE PERFORMED DATE OF INSPECTION/ SERVICE
		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	Schedule work with operating personnel, as needed.			
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
6	Replace defective control safeties (as work order) found while performing preventive maintenance.			
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
8	Check and clean all electrical contacts and pneumatic orifices.			
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
10	Check for bad indicator lights and gauges and replace as necessary.			
11	Test all controllers and set at proper set points.			
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note. The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

*HVAC Control Panel*

*BL*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

Pa 096-01

LOCATION: Barker WB# 10982 Asset# 1266

MECHANIC  
SIGNATURE

TE

DATE: 8/24/19

FINISH TIME

ITEM	DESCRIPTION	WORK COMPLETED	START TIME:		FINISH TIME:	
			DATE	TIME	DATE	TIME
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	Schedule work with operating personnel, as needed.					
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.					
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.					
6	Replace defective control safeties (as work order) found while performing preventive maintenance.					
7	PERFORM MAINTENANCE					
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.					
2	Check and clean all electrical contacts and pneumatic orifices.					
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.					
4	Check for bad indicator lights and gauges and replace as necessary.					
5	Test all controllers and set at proper set points.					
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.					

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. Checklist compiled in accordance with:

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- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [www.gsa.gov/epa/pep](http://www.gsa.gov/epa/pep).

**Additional Notes:**

Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [Provide Link to OEM Manual/Asset Library](#).

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
LIGHTING, OUTSIDE

SITE AND BLDG #:

P# 096-01

LOCATION/RM #:

Parking lot

WO# 10959

ASSET # 7364

MECHANIC  
SIGNATURE:

LGC

DATE:

8/24/13

START TIME: 0630

FINISH TIME:

0846

ITEM NUMBER OR EQUIPMENT	DESCRIPTION OF EQUIPMENT	WORK PERFORMED		OBSERVATIONS
		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	Schedule and coordinate work with operating personnel.	✓		
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	Open and tag switch.	✓		
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓		
3	Check for proper light operation.	✓		
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓		
5	Inspect light pole and mounting devices for deficiencies.	✓		
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: General Maintenance Worker				
Additional Notes:				

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: General Maintenance Worker

Additional Notes:

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1 See out

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