

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: VA010-02

MECHANIC
SIGNATURE: *Andy Bine*

DATE: 1-2-18

LOCATION/RM #:

START TIME: 9 AM

FINISH TIME: 9:30 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA010-02	6611	8066	PM-QT-8066				J-1502000-57 2-pc control box	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
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.			<i>No</i> <i>+ in Service</i>	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			<i>No</i>	
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.			<i>Controllers for Vehicle</i>	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.			<i>Exhaust System</i>	
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.			<i>Are not needed</i>	

5	Check all fuses for evidence of heating or weakening.			
6	Check inputs and outputs on DDC/PLC check input and outpowering 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:**