

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CONTROL BOX

SITE AND BLDG #: VA010-02

MECHANIC
SIGNATURE: *Andy Bird*

DATE: *6.27.19*

LOCATION/RM #:

START TIME: *1PM*

FINISH TIME: *2PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA010-02	9345	8066					J-1502000-57 2-pc control box	<i>Garage</i>

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.		✓	
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. Make necessary repairs to correct alarms back to normal state.		✓	N/A
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.		✓	N/A
4	Check electrical power connections including incoming line voltage.		✓	N/A

5	Check all fuses for evidence of heating or weakening.		✓	n/a
6	Check inputs and outputs on DDC/PLC check input and outpowering connections for tightness very carefully.		✓	n/a
7	If applicable, check relays for burnt contact points.		✓	n/a
8	Check all point labels are correct and up to date, if applicable.		✓	n/a
9	Check all plug connections in the panel to ensure the plugs are fully seated.		✓	n/a

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:**

Controls control vehicle exhaust
fans that are not in use.

