

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: WV006MECHANIC
SIGNATURE: Brian M. SmartDATE: 12-6-2022LOCATION/RM #: WO# 11458 ASSET # 5164START TIME: 700AM FINISH TIME: 730AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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.		●	Had no access to the Marines part of the building/ evaporator
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 all fuses for evidence of heating or weakening.		●	
5	Check sytem for alarms		●	
6	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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: