

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

SITE AND BLDG #: WV006MECHANIC  
SIGNATURE:

DATE: 12-6-2022

LOCATION/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	
<b>SPECIAL INSTRUCTIONS</b>				
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.		●	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.		●	Had no access to the
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.		●	Marines part of the building/ evaporator
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 system 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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**