

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## DDC CONTROLLER

**SITE AND BLDG #:** VA050-01

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**LOCATION/RM #:** mech      **WO#** 13770      **ASSET #** 3y221, 3y222  
3y223

MECHANIC SIGNATURE:  DATE: 3/12/21

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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.	✓	/	
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 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: