

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: NY024-BCE 202 MECHANIC SIGNATURE: Mullane DATE: 8/4/2020
LOCATION/RM #: 217 WO# 9624 ASSET # 9634 START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
JOBS PERFORMED BY ENGINEERING SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	☒		CREAK CORRECT CABINETS
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	☒		CHECK WIRING & RELAY
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	☒		connections
4	Check electrical power connections including incoming line voltage.	☒		
5	Check all fuses for evidence of heating or weakening.	☒		
6	Check inputs and outputs on DDC/PLC check input and output wiring 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: NY 024 B00E 208 MECHANIC SIGNATURE: Williamer DATE: 8/4/2020

LOCATION/RM #: 200 WO# 9625 ASSET # 9635 START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, CHECKER NO. PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
JOINTLY FORMED BY MECHANICAL SERVICE				
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.	☒		check control cabinet
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	☒		check wiring & relays
4	Check electrical power connections including incoming line voltage.	☒		
5	Check all fuses for evidence of heating or weakening.	☒		
6	Check inputs and outputs on DDC/PLC check input and output wiring 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: