







PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: WV020-01 See
 LOCATION/RM #: WO# 13820 ASSET # Notes

MECHANIC SIGNATURE: *Ruhon A. Baker* DATE: Sep 12, 2023

START TIME: _____ FINISH TIME: _____

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					
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 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 exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, p
 To be performed by: HVAC Technician

Additional Notes: covers assets 5255 5270 5276

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