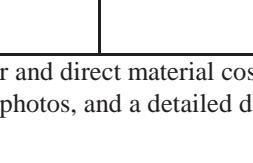
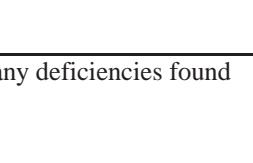


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: WV046-01MECHANIC
SIGNATURE:DATE: Mar 19, 2024LOCATION/RM #: WO# 15179 ASSET # SEE NOTES 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 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 task. If any task identified during PM exceeds \$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: **5279 5282 5283 5285 5287 5288 5296**