








## 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 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.	●				
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 and direct material cost) 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: 5279 5282 5283 5285 5287 5288 5296