

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: WV046-02 5250 5261 MECHANIC SIGNATURE: *R. Barker* DATE: Mar 19, 2024
 LOCATION/RM #: _____ WO# 15173 ASSET # 5327 5328 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 VISIT							
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) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: