

CONTROL PANEL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: NY024-208

MECHANIC SIGNATURE: R. Williams DATE: 8/28/15

LOCATION/RM #: _____ WO# _____ ASSET # _____

START TIME: _____ FINISH TIME: _____

CHECK POINT		CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETELY CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
SPECIAL INSTRUCTIONS					
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.	<input checked="" type="checkbox"/>		
2		Read and understand the manufacturer's instructions before making any adjustments or calibrations.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1		Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>		CLEAN CONTROL PANEL HOUSING
2		Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	<input checked="" type="checkbox"/>		
3		Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	<input checked="" type="checkbox"/>		
4		Check electrical power connections including incoming line voltage.	<input checked="" type="checkbox"/>		
5		Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>		
6		Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	<input checked="" type="checkbox"/>		
7		If applicable, check relays for burnt contact points.	<input checked="" type="checkbox"/>		yes
8		Check all point labels are correct and up to date, if applicable.	<input checked="" type="checkbox"/>		
9		Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>		yes

Note: The technician shall perform any repairs identified during PM up to \$250 (limited by contract).

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:

ASSET # - WO #
 PM-SA-9632 - 5010
 PM-SA-9633 - 5011
 PM-SA-9634 - 5012
 PM-SA-9635 - 5013

ASSET # - WO #
 PM-SA-9636 - 5014
 PM-SA-9637 - 5015