

COPTROL PANEL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: 117024-208

LOCATION/RM #: W/O ASSET #

MECHANIC SIGNATURE: [Signature] DATE: 8/26/15

START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE BY CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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"/>	<input type="checkbox"/>	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
TO BE COMPLETED BY THE SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	<input type="checkbox"/>	CREAT COUPOK
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"/>	<input type="checkbox"/>	PANEL HOUSING
4	Check electrical power connections including incoming line voltage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	If applicable, check relays for burnt contact points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES
8	Check all point labels are correct and up to date, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES

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:
PK-SA-9638-5016
PK-SA-9635-5017
PK-SA-9640-5018
PK-SA-9641-5019

PK-SA-9642-5020
PK-SA-9643-5021