

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

**SITE AND BLDG #:** WY 020-208      **MECHANIC SIGNATURE:** R. Alvarez      **DATE:** 8/26/15  
**LOCATION/RM #:** W0#      **ASSET #:** ASSET 4 - 4024      **START TIME:** 10:00 AM      **FINISH TIME:** 11:00 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/EXPLANATION (IF TASK COMPLETED IS CHECKED, NO PROVIDED 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"/>		
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"/>		
<b>TO PERFORM MAINTENANCE SERVICE</b>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" 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"/>		
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"/>		
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"/>		
<p><b>Note:</b> 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.</p> <p>To be performed by: HVAC Technician</p> <p><b>Additional Notes:</b> <u>ASSET 4 - 4024</u></p>				

PK-SA-9638-5016  
PK-SA-9639-5017  
PK-SA-9640-5018  
PK-SA-9641-5019

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

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