

CONTROL PANEL **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **DDC CONTROLLER**

SITE AND BLDG #: NY024-356

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

MECHANIC SIGNATURE: William DATE: 8/29/19

START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, CHECKER 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"/>	<u>ASSET # - WORK #</u> <u>PA-SA-9720 - 5030</u> <u>PA-SA-9715 - 5023</u> <u>PA-SA-9723 - 5033</u> <u>NO LOKER USE.</u> <u>ASSET USE</u>
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"/>	
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"/>	<u>clean control panel</u> <u>housing & electrical</u> <u>or connection</u>
7	If applicable, check relays for burnt contact points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	

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 # - WORK #

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Room PA-SA-9717 - 5027
114B PA-SA-9718 - 5028
PA-SA-9719 - 5029

Page 1 of 1 Room 114D PA-SA-9721 - 5031
MECH - PA-SA-9716 - 5026