

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: 44024-356MECHANIC
SIGNATURE: PhilavaneesDATE: 8/29/19LOCATION/RM #: W0# ASSET #

START TIME:

FINISH TIME:

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE 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.	X		44024-356 - Work At PU-SA-9720 - 5030 PU-SA-9723 - 5033 NO LOWER USE RESCUE DRS
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	X		
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.	X		
4	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	X		
5	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	X		
6	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	X		
7	Check electrical power connections including incoming line voltage.	X		
8	Check all fuses for evidence of heating or weakening.	X		
9	Check inputs and outputs on DDC/PLC check input and output/wireing connections for tightness very carefully. If applicable, check relays for burnt contact points.	X		
	Check all point labels are correct and up to date, if applicable.	X		
	Check all plug connections in the panel to ensure the plugs are fully seated.	X		

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 4 - W.04ASSET 4 - W.04

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

Room 9721 - 5031
114D 9722 - 5032
Mech - Pus-SA-9716-5026