

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

CONTROL PANEL

SITE AND BLDG #: NY024-358  
LOCATION/RM #: \_\_\_\_\_ W/O# \_\_\_\_\_ ASSET # \_\_\_\_\_

MECHANIC SIGNATURE: William DATE: 8/5/19  
START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS 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"/>	<u>ASSET # 14 - 5036</u> <u>PA-SA-9783-5036</u>
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>PA-SA-9784-5037</u>
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"/>	<u>NO LOCKOUT USE</u> <u>ASSISTIVE ASSETS</u>
4	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Check for panel housing</u>
5	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"/>	<u>OK</u>
6	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"/>	<u>OK</u>
7	Check electrical power connections including incoming line voltage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>OK</u>
8	Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>OK</u>
9	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>OK</u>
10	If applicable, check relays for burnt contact points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>OK</u>
11	Check all point labels are correct and up to date, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>OK</u>
12	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>OK</u>

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 #, W/O #, photos, and a detailed description of the deficiency.  
To be performed by: HVAC Technician

Additional Notes:  
ASSET # 14 - 5034  
PA-SA-9781-5034  
PA-SA-9782-5035  
ASSET # 14 - 5034  
PA-SA-9783-5036  
PA-SA-9784-5037