

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: 47024-358

MECHANIC SIGNATURE: *R. Williams*

DATE: 2/14/2015

LOCATION/RM #: WO# ASSET #

START TIME:

FINISH TIME:

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (D-DISK COMMENT IS CHECKED NO PROBLEMS FOUND)
		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.	Y		A
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	Y		
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.	Y		
4	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	Y		
5	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	Y		
6	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	Y		
7	Check electrical power connections including incoming line voltage.	Y		
8	Check all fuses for evidence of heating or weakening.	Y		
9	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	Y		
10	If applicable, check relays for burnt contact points.	Y		
11	Check all point labels are correct and up to date, if applicable.	Y		
12	Check all plug connections in the panel to ensure the plugs are fully seated.	Y		

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:

Work Order Asset #

2490 - PK-SA-9781

2491 - PK-SA-9782

2492 - PK-SA-9783

2493 - PK-SA-9784