

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: **NY 020-200**

LOCATION/NRM #: **119**

WO# **7253**

ASSET # **5633**

START TIME:

FINISH TIME:

MECHANIC SIGNATURE ***Johnstone***

DATE: **2/5/2020**

NOTES/ ACTIONS

(If task complete is checked, no, provide explanation)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	SPECIAL INSTRUCTIONS
		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.	✓	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	✓	
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.	✓	
	<b>TO REFER TO RECOMMENDED INSPECTION SERVICE</b>		
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	✓	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓	
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	✓	
4	Check electrical power connections including incoming line voltage.	✓	
5	Check all fuses for evidence of heating or weakening.	✓	
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	✓	
7	If applicable, check relays for burnt contact points.	✓	
8	Check all point labels are correct and up to date. If applicable.	✓	
9	Check all plug connections in the panel to ensure the plugs are fully seated.	✓	

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:**