PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: _N4902Y-23_

LOCATION/RM #: _200_ WO# _7255_ ASSET # _5635_

MECHANIC SIGNATURE: _(signature)_ DATE: _2/3/2020_

START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.		✓		

TO BE PERFORMED DURING INSPECTION SERVICE

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ACTIONS
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.		✓		CLEAN PANEL HOUSING
4	Check electrical power connections including incoming line voltage.		✓		YES
5	Check all fuses for evidence of heating or weakening.		✓		Yes
6	Check inputs and outputs on DDC/PLC check input and output/wireing 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.		✓		US

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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes: