

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

MECHANIC

SIGNATURE: *M. Malone* DATE: *2/16/2020*SITE AND BLDG #: *WY 024-208*  
LOCATION/ RM #: *Reef 4* WO# *2204* ASSET #

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IN TASK COMPLETED, CHECK NO/NA/DETAILED 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.	C		
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	C		
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.	C		
<b>TO DETERMINE MAINTENANCE SERVICE</b>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	C		<i>Clean Power House</i>
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	C		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	C		
4	Check electrical power connections including incoming line voltage.	C		<i>SPS</i>
5	Check all fuses for evidence of heating or weakening.	C		<i>SPS</i>
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	C		
7	If applicable, check relays for burnt contact points.	C		
8	Check all point labels are correct and up to date, if applicable.	C		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	C		

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:

*ASPECT* *W.O. #*

*PK-SA-9640-7260*  
*PK-SA-9641-7261*  
*PK-SA-9642-7262*