

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: Hy 024-208
LOCATION/RM #: Meta Room WO# _____ ASSET # _____

MECHANIC SIGNATURE: [Signature] DATE: 2/6/2020
START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, BY 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"/>	
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
NO DEFICIENCIES IDENTIFIED				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	clear power housing
2	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"/>	
3	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"/>	OK
4	Check electrical power connections including incoming line voltage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OK
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	If applicable, check relays for burnt contact points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check all point labels are correct and up to date, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:
ASST # 4 - 410 #
RA-SA-9640 - 7250
RA-SA-9641 - 72261
RA-SA-9642 - 7262