

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: Wyo 24 - 356

LOCATION/RM #: 114 B WO#

ASSET #

MECHANIC
SIGNATURE: R. Shaver

DATE: 2/12/2020

START TIME:

FINISH TIME:

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES / ACTIONS (IF TASK COMPLETED IS CHECKED, NO PROVIDED 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. Deenergize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TOOL PRE-INSPECTION				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>CLEAN PANEL SURFACES</u>
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"/>	<u>Y95</u>
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"/>	
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"/>	<u>Y95</u>
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:				
<u>ASSET #</u> - <u>Y95</u>				

PKA-SA-5317-7268
PKA-SA-5318-7269
PKA-SA-5719-7270

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