

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DDC CONTROLLER

SITE AND BLDG #: NY 024-208  
LOCATION/RM #: MECA WO# 7204 ASSET #

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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"/>		
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	<input checked="" 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"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>		<u>CLEAR PROEC HAVING</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"/>		
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"/>		<u>yes</u>
4	Check electrical power connections including incoming line voltage.	<input checked="" type="checkbox"/>		<u>yes</u>
5	Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	<input checked="" type="checkbox"/>		
7	If applicable, check relays for burnt contact points.	<input checked="" type="checkbox"/>		
8	Check all point labels are correct and up to date, if applicable.	<input checked="" type="checkbox"/>		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>		<u>yes</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:

ASSET # 7270  
PK-SA-5719 7271  
PK-SA-5721 7272  
PK-SA-5722