












## August checklist 2021

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

SITE AND BLDG #: **ny024-208**MECHANIC  
SIGNATURE: **Ramon V**DATE: **8-3-2021**LOCATION/RM #:                      WO# **14280**      ASSET # **9633**

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		YES	NO	
SPECIAL INSTRUCTIONS				
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 AT EACH INSPECTION SERVICE				
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 housing
4	Check electrical power connections including incoming line voltage.			
5	Check all fuses for evidence of heating or weakening.			
6	Check inputs and outputs on DDC/PLC check input and outputwiring connections for tightness very carefully.			ok
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.			yes

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:**