













## February checklist 2022

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## DDC CONTROLLER

SITE AND BLDG #: **ny024**      **16212**      **9632**  
    **16213**      **9633**      MECHANIC: **Ramon V**  
    **16214**      **9634**      SIGNATURE: \_\_\_\_\_ DATE: **2-7-2022**  
 LOCATION/RM #:      WO# **16215**      ASSET # **9635**      START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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
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.			
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.			

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:**