

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: **Gaithersburg MD013**

MECHANIC
SIGNATURE: 

DATE: **03/31/21**

LOCATION/RM #: **bldg 2** WO# **13903** ASSET # **1180-1182**

START TIME: **8:20**

FINISH TIME: **9:05**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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	If EMS (Energy Management System) If it is EMS controlled 1-We log into computer with user name and password for EMS or DDC obtained from site personnel. 2-Validate set point and actual temp at computer	✓		
2	Review all zone set points at the server IF Applicable	✓		
3	Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.	✓		
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	✓		
5	If applicable, replace battery as needed.	✓		
6	Use our own Temperature meter to validate the computer is correct. If it is not EMS or DDC controlled take our temperature meter and check against actual thermostat and record temperature	✓		
				Record Temp ____ * Humidity ____ %
				see notes

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

temp. hum.

asset 1180 was set at 76 and temp was

Additional Notes:

asset 1180. 78 31
asset 1181. 70. 31
asset 1182. 71. 34

78 in heat mode. turned to cooling mode and set to 70.