

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: **Rockville MD021**

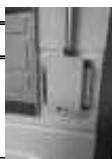
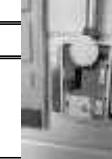
**MECHANIC
SIGNATURE:**

DATE: **4/07/22**

LOCATION/RM #: **bldg 1** **wo#16829** **ASSET # 1268-1272**

START TIME: **8:20**

FINISH TIME: **2:00**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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.	<input checked="" type="checkbox"/>			
SPECIAL INSTRUCTIONS					
1	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	<input checked="" type="checkbox"/>			
2	Review all zone set points at the server IF Applicable	<input checked="" type="checkbox"/>			
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.	<input checked="" type="checkbox"/>			
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	<input checked="" type="checkbox"/>			
5	If applicable, replace battery as needed.		<input checked="" type="checkbox"/>	see notes	
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	<input checked="" type="checkbox"/>		Record Temp _____ * Humidity _____ %	

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

**batteries replaced in remotes.
all other t-stats are hardwired**

Additional Notes: