

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **THERMOSTATS**

SITE AND BLDG #: **Saugerties 128**

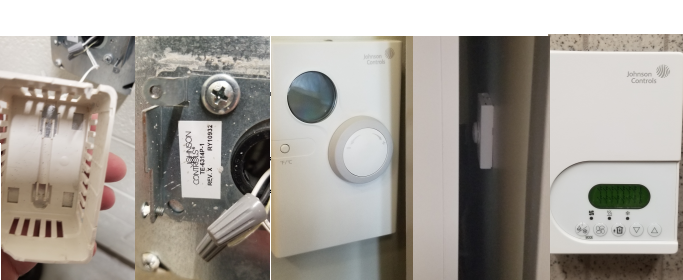
LOCATION/RM #: **site** **WO#** **ASSET #**

MECHANIC SIGNATURE:

DATE: **4/14/2022**

START TIME: **1030**

FINISH TIME: **1300**

| 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. | ✓ | | 1 thermostat snapped off wall |
| 2 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓ | | 2nd floor men's and women's bathrooms,along with 2 in oms bays |
| 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-Vaildate set point and actual temp at computer | ✓ | | thermostats have lines through display 232 thermostat is blocked by book case |
| 2 | Review all zone set points at the server IF Applicable | | | rooms 224, 228. 231, 202a, 236, 233, 201, 237, 235 temperatures are not displaying on computer. |
| 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 tempature | ✓ | | |

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

