

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

LOCATION/RM #:

113 WO# 8292 ASSET # 5704

MECHANIC

SIGNATURE:

DATE:

7-18-19

START TIME:

835

FINISH TIME:

840

CHECK ITEM	CHECK POINT DESCRIPTION	PASS/COMPLY/YES		NOTES/ACCOMPLISH
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		/	
2	Review all zone set points at the server.		/	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.			
6	If applicable, replace battery as needed.		/	

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:

Sch

Acc

78

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

LOCATION/RM #:

115

WO# 8292

ASSET #

5705

MECHANIC

SIGNATURE:

*[Signature]*

DATE:

4-18-19

START TIME:

840

FINISH TIME:

845

CORRECTIVE ACTION DESCRIPTION		TO BE PERFORMED AT EACH INSPECTION SERVICE	
YES	NO	YES	NO
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.			
Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.			
Review all zone set points at the server.			
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.			
Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.			
Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.			
If applicable, replace battery as needed.			

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:

SW

ACC

75



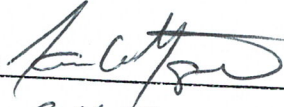
# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA-017

MECHANIC

SIGNATURE:



DATE:

4-18-19

LOCATION/RM #:

231

WO#

8292 ASSET #

5706

START TIME:

845

FINISH TIME:

850

ITEM NO.	DESCRIPTION	PASS/COMPLIANCE		NOTES/REMARKS
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		/	
2	Review all zone set points at the server.		/	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		/	
6	If applicable, replace battery as needed.		/	

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:

set

ACC

75

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

LOCATION/RM #:

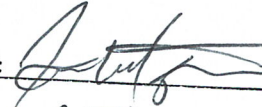
220

WO# 8292

ASSET # 5707

MECHANIC

SIGNATURE:



DATE:

4-18-19

START TIME:

850

FINISH TIME:

855

ZONE	CHECKPOINT DESCRIPTION	PASS/COMPLIANCE		SPECIAL INSTRUCTIONS
		YES	NO	
	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.			
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.			
	<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>			
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.			
2	Review all zone set points at the server.			
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.			
6	If applicable, replace battery as needed.			

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:

Set

Acc

Sensor

75



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

MECHANIC

SIGNATURE:

DATE: 4-18-19

LOCATION/RM #:

223

WO#

8242

ASSET #

5854

START TIME:

855

FINISH TIME:

800

CHECK POINT	DESCRIPTION	PASS/COMPLIANCE		NOTES/ACTIONS
		YES	NO	
<b>SPECIAL INSTRUCTIONS:</b>				
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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE:</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		/	
2	Review all zone set points at the server.		/	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.	/		
6	If applicable, replace battery as needed.		NA	

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:

Set

Acc

Suncar

75

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

LOCATION/RM #:

226

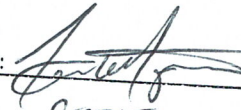
WO# 8292

ASSET #

5855

MECHANIC

SIGNATURE:



DATE: 4-18-19

START TIME:

855

FINISH TIME:

900

ITEM NO.	DESCRIPTION	THERMOSTAT TYPE		NOTES/REMARKS
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		/	
2	Review all zone set points at the server.		/	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.	/		
6	If applicable, replace battery as needed.		N/A	

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:

Set

Acc

76



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

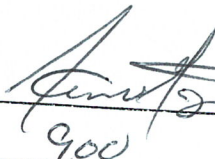
PA 017

LOCATION/RM #:

UPST

WO# 8292

ASSET # 5856

MECHANIC  
SIGNATURE:


DATE:

4-18-19

START TIME:

900

FINISH TIME:

805

CHECK NO.	CHECK DESCRIPTION	TEST RESULTS		NOTES/ACTIONS
		YES	NO	
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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		/	
2	Review all zone set points at the server.		/	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		/	
6	If applicable, replace battery as needed.		/	

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:

Set

ACC

78

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

MECHANIC

SIGNATURE:

DATE:

4-18-19

START TIME:

835

FINISH TIME:

830

LOCATION/RM #:

220

WO# 8292

ASSET # 5807

CHECK ITEM	DESCRIPTION	TEST/COMPLETION		NOTES/REMARKS
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		-	
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.		-	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		-	
2	Review all zone set points at the server.		-	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		-	
6	If applicable, replace battery as needed.		NA	

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:

Set

Acc

79



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA-017

MECHANIC

SIGNATURE:

DATE:

9-18-19

LOCATION/RM #:

229

WO# 8292

ASSET #

5857

START TIME:

810

FINISH TIME:

815

CHECK NO.	CHECK DESCRIPTION	PASS/COMPLIANCE		NOTES/ACTIONS
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		-	
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.		-	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		✓	
2	Review all zone set points at the server.		✓	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.			
6	If applicable, replace battery as needed.		NK	

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:

Set

Acc

75-

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

PA 017

LOCATION/RM #:

227

WO#

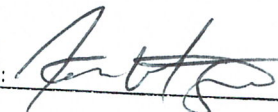
8292

ASSET #

5858

MECHANIC

SIGNATURE:



DATE:

4-18-19

START TIME:

900

FINISH TIME:

905

CHECK POINT		START TIME: 900		FINISH TIME: 905	
CHECKPOINT DESCRIPTION		TESTS COMPLETED		NOTES/ACCORRIONS	
		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.				
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.		/		
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2	Review all zone set points at the server.		/		
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		/		
6	If applicable, replace battery as needed.			MGA	
Note The technician shall perform any repairs identified during PM.					

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:

Sub

ACC

75



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

LOCATION/RM #:

MECHANIC

SIGNATURE:

DATE:

START TIME:

FINISH TIME:

CHECK NO.	CHECK DESCRIPTION	PASS/COMPLIANCE		REMARKS/NOTES
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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2	Review all zone set points at the server.		/	
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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.			
6	If applicable, replace battery as needed.			

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:

~~Not Here~~

Set ACC  
65 65