

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: *PA 017*

LOCATION/RM #: *220* WO# *8292* ASSET # *5853*

MECHANIC
SIGNATURE: *Jenifer*

DATE: *4-18-19*

START TIME: *8:35*

FINISH TIME: *8:30*

ITEMS (0189)	DESCRIPTION	DANGER CONCERN	SPECIAL INSTRUCTIONS		NOTES/CONDITIONS
			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.			—	
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

79