

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

EQUIPMENT AND BLDG #:

PA 017

MECHANIC

SIGNATURE: *[Signature]*

DATE: 4-18-19

LOCATION/RM #:

220

WO# 8292

ASSET # 5853

START TIME: 825

FINISH TIME: 830

CHECKLIST		COMPLETION DATE		STATUS		REMARKS/ACTIONS	
NO.	DESCRIPTION	YES	NO	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.		-				
TO BE PERFORMED AT EACH INSPECTION SERVICE							
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

74