

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: Pa051-01

MECHANIC
SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: 142 WO# 8260 ASSET # 6317

START TIME: 10:20

FINISH TIME: 6:25

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

THERMOSTATS

SITE AND BLDG #: Pa051-01

MECHANIC SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: entrance WO# 8260 ASSET # 6359

START TIME: 10:30

FINISH TIME: 10:35

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|--|--|-------------------------------------|----|--|
| | | 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. | <input checked="" type="checkbox"/> | | |
| 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. | <input checked="" type="checkbox"/> | | |
| 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. | <input checked="" type="checkbox"/> | | |
| 2 | Review all zone set points at the server. | <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 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | | |
| 6 | Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: Pa051-01

MECHANIC
SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: 2C7 WO# 8260 ASSET # 5838

START TIME: 11

FINISH TIME: 11:05

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|---|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **THERMOSTATS**

SITE AND BLDG #: Pa0051-01

MECHANIC SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: 227 WO# 8260 ASSET # 5839

START TIME: 10:00

FINISH TIME: 10:05

| 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. | ✓ | | |
| 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. | ✓ | | |
| 6 | 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: PA051-01

MECHANIC
SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: Hallway WO# 8260 ASSET # 5843

START TIME: 10:15

FINISH TIME: 10:20

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (if task complete is checked no, provide explanation) |
|--|---|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | If EMS (Energy Management System) exists, run the manufacturer's 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: PO051-01

MECHANIC
SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: Hallway WO# 8260 ASSET # 5844

START TIME: 10:20

FINISH TIME: 10:25

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: PA051-01

MECHANIC
SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: ENHANCE WO# 8260 ASSET # 5451

START TIME: 10:30

FINISH TIME: 10:35

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: P0051-01

MECHANIC
SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: WENS 4030m WO# 8260 ASSET # 5864

START TIME: 10:40

FINISH TIME: 10:45

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: Pa051-01

MECHANIC SIGNATURE: 

DATE: 4-10-19

LOCATION/RM #: Beek Rm WO# 8260 ASSET # 5865

START TIME: 10:50

FINISH TIME: 11

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPL. ACTION) |
|--|--|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

THERMOSTATS

SITE AND BLDG #: PO051-01

LOCATION/RM #: 107 WO# 8260 ASSET # 5866

MECHANIC SIGNATURE:  DATE: 4-10-19

START TIME: 11: FINISH TIME: 11:05

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ACTIONS (If task complete is checked no. provide explanation) |
|--|--|-------------------------------------|--------------------------|--|
| | | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Review all zone set points at the server. | <input checked="" type="checkbox"/> | <input 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"/> | <input type="checkbox"/> | |
| 4 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check time-of-day schedule to confirm consistency with facility operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | If applicable, replace battery as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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: