

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: PA051-07

MECHANIC
SIGNATURE: 

DATE: 4-8-19

LOCATION/RM #: Front Hallway WO# 8286 ASSET # 5713

START TIME: 9:00

FINISH TIME: 9:25

| 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. 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 #: P6051-07MECHANIC
SIGNATURE: DATE: 4-8-19LOCATION/RM #: 102 WO# 4286 ASSET # 5712START TIME: 9:15FINISH TIME: 9:20

| 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. | <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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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 #: PA051-07MECHANIC SIGNATURE: DATE: 4-8-19LOCATION/RM #: 130 WO# 8256 ASSET # 5711START TIME: 9:10FINISH TIME: 9:15

| 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. | <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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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 #: PA051-07MECHANIC SIGNATURE: DATE: 4-8-19LOCATION/RM #: 100 WO# 828L ASSET # 5710START TIME: 9:05FINISH TIME: 9:10

| 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. | <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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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 #: PA051-07MECHANIC SIGNATURE: DATE: 4-8-19LOCATION/RM #: 128 WO# 8286 ASSET # 5709START TIME: 9:05FINISH TIME: 9:05

| 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. | <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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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 #:

Pa051-07

MECHANIC
SIGNATURE:


DATE: 4-8-19

LOCATION/RM #: ~~Boiler~~ WO# 8286 ASSET # 5654

START TIME: 8:35

FINISH TIME: 9

| 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. | <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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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 #: Pa051-07MECHANIC
SIGNATURE: DATE: 4-8-19LOCATION/RM #: 1208^{ROOM} WOMEN'S WO# 8286 ASSET # 5634START TIME: 8:30FINISH TIME: 8:55

| 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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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 #: PA051-227MECHANIC
SIGNATURE: DATE: 4-8-19LOCATION/RM #: WORKS ROOM # 286 ASSET # 5633START TIME: 8:45FINISH TIME: 8:50

| 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. Adjust schedule as needed. | <input checked="" type="checkbox"/> | | |
| 6 | 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: