

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: PA052-01 Date of Visit: 4/9/19

Contractor Personnel on Site:

- |                         |          |
|-------------------------|----------|
| 1. <u>Scott KENDERS</u> | 3. _____ |
| 2. _____                | 4. _____ |

**Work Performed:**

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. PM ON THERMOSTATS WO# 8249
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Scott KENDERS Date: 4/10/19

Signed: Scott Kenders

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: SFC Tina Hargrave Date: 10 April 2019

Signed: SFC Tina Hargrave

E-Mail: \_\_\_\_\_

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #: PA852-01MECHANIC  
SIGNATURE: Scott AndersonDATE: 4/9/19LOCATION/RM #: Fitness Rm WO# 8249 ASSET # 5397START TIME: 8 30FINISH TIME: 8 48

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |    | NOTES/ACTIONS<br>(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"/> |    |  |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                                     |    |  |
| 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"/> |    |  |
| 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 #: PA052-01MECHANIC  
SIGNATURE: *Scott Krasner*DATE: 4/9/19LOCATION/RM #: 112 WO# 8249 ASSET # 5403START TIME: 8 40FINISH TIME: 8 50

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ ACTIONS<br>(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"/> |    |   |
| <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. | <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 #: P0052-01

MECHANIC SIGNATURE: Scott Kendra DATE: 4/9/19

LOCATION/RM #: 111 WO# 8249 ASSET # 5416

START TIME: 8:50 FINISH TIME: 9:00

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |                          | NOTES/ACTIONS<br>(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 #: PH052-61MECHANIC SIGNATURE: Scott Kurlus DATE: 4/9/19LOCATION/RM #: 108 WO# 8249 ASSET # 5419START TIME: 9 FINISH TIME: 9 10

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. 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:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #:

PA052-01

MECHANIC  
SIGNATURE:

Scott Kuebler

DATE:

4/9/19

LOCATION/RM #: VESTIBULE WO# 8249

ASSET # 5443

START TIME:

910

FINISH TIME:

920

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ACTIONS<br>(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"/> |    |  |
| <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. | <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 #: FA052-01MECHANIC  
SIGNATURE: Scott DunkelDATE: 4/9/19LOCATION/RM #: 106 WO# 8249 ASSET # 5495START TIME: 9 20FINISH TIME: 9 30

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ACTIONS<br>(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"/> |    |  |
| <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. | <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   | 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 #: PA652-G1MECHANIC  
SIGNATURE: Scott PenelusDATE: 4/9/19LOCATION/RM #: 115 WO# 8249 ASSET # 5562START TIME: 9 30FINISH TIME: 9 40

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(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. 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:



# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #: PA052-01MECHANIC SIGNATURE: Gert KuehlerDATE: 4/9/19LOCATION/RM #: HALLWAY WO# 8249 ASSET # 5626START TIME: 940FINISH TIME: 950

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE        |    | NOTES/ ACTIONS<br>(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. 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:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #: 2A052-01MECHANIC  
SIGNATURE: Guth KuderDATE: 4/9/19LOCATION/RM #: 107 WO# 8249 ASSET # 5022START TIME: 10 09 50 FINISH TIME: 10

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. 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:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #: 2A052-01MECHANIC SIGNATURE: Scott PerkinsDATE: 4/9/19LOCATION/RM #: M051 WO# 8249 ASSET # 5641START TIME: 10FINISH TIME: 10 10

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 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. | ✓             |    |   |
| 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:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #: 70052-01MECHANIC  
SIGNATURE: Scott KuehlsDATE: 4/9/19LOCATION/RM #: NEWS RM WO# 8248 ASSET # 5646START TIME: 10 10FINISH TIME: 10 20

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ACTIONS<br>(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"/> |    |  |
| <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. | <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 #: 7A052-01MECHANIC  
SIGNATURE: Scott KucinskiDATE: 4/9/19LOCATION/RM #: Women's rm WO# 8249 ASSET # 5647START TIME: 10 20FINISH TIME: 10 30

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. 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:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **THERMOSTATS**

SITE AND BLDG #: PA052-61MECHANIC SIGNATURE: Scott PurdusDATE: 4/9/19LOCATION/RM #: 105 WO# 8249 ASSET # 5608START TIME: 10 30FINISH TIME: 10 40

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ACTIONS<br><br>(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. 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:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: PA 052-01

MECHANIC  
SIGNATURE: Scott Kordus

DATE: 4/9/15

LOCATION/RM #: 108 WO# 8249 ASSET # 5672

START TIME: 1040

FINISH TIME: 1050

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br>(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  | Adjust schedule as needed.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
|  | 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 #: 19052-01MECHANIC SIGNATURE: Scott KudskutDATE: 4/9/19LOCATION/RM #: KITCHEN/NO# 8249 ASSET # 5732START TIME: 10 50FINISH TIME: 11

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ ACTIONS<br>(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"/> |    |   |
| <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. | <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 #: 7A052-61

MECHANIC SIGNATURE: *Scott Daniels* DATE: 4/9/19

LOCATION/RM #: ~~5A044F~~ 8A WO# 8249 ASSET # 5967

START TIME: 11 FINISH TIME: 1116

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br>(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  | Adjust schedule as needed.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
|  | 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: