

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: Kitchen

LOCATION/RM #: PaV6

MECHANIC SIGNATURE: JK

DATE: 4-15-19

WO# 8278 **ASSET #** 5540

START TIME: 8:05 **FINISH TIME:** 8:10

| 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:

JK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: Pa 166

LOCATION/RM #: Assembly **WO#** 8278 **ASSET #** 5541

MECHANIC SIGNATURE: J. Z. **DATE:** 4-15-17

START TIME: 8:05 **FINISH TIME:** 8:10

| 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. | ✓ | | |
| 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. | | | |
| 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: | | | | |

JK

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 #: Pal 166

MECHANIC SIGNATURE: 

DATE: 4-16-19

LOCATION/RM #: 102 **WO#:** 8278 **ASSET #:** 5542

START TIME: 8:10

FINISH TIME: 8:15

| 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 | 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 #: DaV66 **MECHANIC SIGNATURE:** [Signature] **DATE:** 4-15-19

LOCATION/RM #: Mech **WO#** 6278 **ASSET #** 6547 **START TIME:** 8:15 **FINISH TIME:** 8:20

| 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"/> | | |
| 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 #: Da K

LOCATION/RM #: 137 **WO#** 8278 **ASSET #** 5550

MECHANIC SIGNATURE: J. S.

DATE: 4-15-19

START TIME: 8:20

FINISH TIME: 8:25

| 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. | ✓ | | |
| 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 #: Pg 166

LOCATION/RM #: 136 **WO#** 8278 **ASSET #** 5551

START TIME: 8:20

FINISH TIME: 8:25

MECHANIC SIGNATURE: 

DATE: 4-15-19

| 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 | 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 #: 136 **DO 16**

LOCATION/RM #: 136 **WO# 8278** **ASSET# 5554**

MECHANIC SIGNATURE: J. S. **DATE:** 4-15-17

START TIME: 8:25 **FINISH TIME:** 8:30

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | SPECIAL INSTRUCTIONS | 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 #: Pal 66

MECHANIC SIGNATURE: 

DATE: 4-15-19

LOCATION/RM #: 1012 **WO#** 8278 **ASSET #** 5555

START TIME: 8:40

FINISH 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. | <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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: Pab

LOCATION/RM #: 10

WO# 8228 **ASSET #** 5556

MECHANIC SIGNATURE: JK

DATE: 4-15-14

START TIME: 6:50

FINISH 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"/> | <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: