

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

MECHANIC SIGNATURE: SITE AND BLDG #: 201 ND166DATE: 4-15-19LOCATION/RM #: 201 N WO# 8278 ASSET # 6942START TIME: 10:35FINISH TIME: 10:40

| 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 #: PaV66

MECHANIC SIGNATURE: 

DATE: 4-15-19

LOCATION/RM #: 201 R **WO#** 8275 **ASSET #** 5943

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"/> | | |
| 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:

