

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #:

600 053-01

LOCATION/RM #:

110

WO#

6238

ASSET #

6032

MECHANIC
SIGNATURE

DATE:

9/12/18

START TIME: 8:30

FINISH TIME: 8:40

ITEM NO.	DESCRIPTION	STATUS	REMARKS
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.	✓	
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:

See 68 notes 69

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

STATE AND BLDG #: WV 053 -01

LOCATION/RM #: 118

WO# 6234

ASSET # 6033

MECHANIC SIGNATURE: *[Signature]*

DATE: 4/6/19

START TIME: 2:40

FINISH TIME: 2:50

CHECKLIST		STANDARD INSTRUCTIONS		STATUS/REMARKS	
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.				
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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WU 083-01LOCATION/RM #: 102WO# 8834 ASSET # 6034MECHANIC
SIGNATURE: [Signature]DATE: 4/6/15START TIME 2:50FINISH TIME 3:00

ITEM NO.	DESCRIPTION	STATUS	REMARKS
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.	☒	
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.	☒	
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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WU 053-01

LOCATION/RM #: 124

WO# 8234

ASSET # 603r

MECHANIC
SIGNATURE: *Matthew Murphy*

DATE: 4/2/15

START TIME: 3:00

FINISH TIME: 3:10

CHICKS (MIN)	DESCRIPTION	YES	NO	REMARKS
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.			
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.			
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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WU 053-01

LOCATION/RM #: 12F WOH 8238

ASSET # 6038

MECHANIC
SIGNATURE: *[Signature]*

DATE: 4/2/18

START TIME: 3:10

FINISH TIME: 3:20

CHECKS (MIN)		STANDARD INSTRUCTIONS		COMMENTS/REMARKS	
1	2	3	4	5	6
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.				
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.				
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:

See 68

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: U 053-01LOCATION/RM #: 112 WO# 8934 ASSET # 6028MECHANIC
SIGNATURE: *[Signature]*DATE: 4/2/18START TIME: 3:20FINISH TIME: 3:30

ITEM #	DESCRIPTION	DATE	INITIALS	STATUS
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.			
3	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.			
4	Review all zone set points at the server.			
5	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.			
6	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.			
7	Check time-of-day schedule to confirm consistency with facility operation.			
8	Adjust schedule as needed.			
9	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:

See Tr person 71.8

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WU 083-01

LOCATION/RM #: 113 WO# 6234 ASSET # 6640

MECHANIC

SIGNATURE

DATE:

START TIME: 3:30

FINISH TIME: 3:40

CHARGE (MIS)	DESCRIPTION	DATE	TIME	STATUS
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.			✓
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.			N/A
2	Review all zone set points at the server.			N/A
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.			N/A

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 #: 60053-01

LOCATION/RM #: 116 WO# E238 ASSET # 6041

MECHANIC
SIGNATURE: *[Signature]*

DATE: 9/2/15

START TIME: 12:00

FINISH TIME: 12:10

ITEM #	DESCRIPTION	PERFORMED	DATE	INITIALS
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.	✓		
3	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.	N/A		
4	Review all zone set points at the server.	✓		
5	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.	✓		
6	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	✓		
7	Check time-of-day schedule to confirm consistency with facility operation.	✓		
8	Adjust schedule as needed.	✓		
9	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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: 65053-01

LOCATION/RM #: 131

WO# 8239

ASSET # 6042

MECHANIC
SIGNATURE

DATE:

4/6/18

START TIME: 11:10

FINISH TIME: 11:20

ITEM NO.	DESCRIPTION	STATUS	REMARKS
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.	✓	
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.	N/A	
2	Review all zone set points at the server.	N/A	
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.	N/A	
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.	N/A	
6	If applicable, replace battery as needed.	N/A	

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 #: W0003-01LOCATION/RM #: 119 WO#ASSET # 6044MECHANIC
SIGNATURE: [Signature]START TIME: 11:30DATE: 4/2/15FINISH TIME: 11:40

CHECKS/INSTRUCTIONS		DATE		INITIALS	
NO.	DESCRIPTION	DATE	TIME	INITIALS	REMARKS
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.			✓	
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.			N/A	
2	Review all zone set points at the server.			N/A	
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.			N/A	

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 #: W0053 101

LOCATION/RM #: 156

WO# E234

ASSET #

6045

MECHANIC
SIGNATURE: *[Signature]*

START TIME: 10:50

DATE: 4/2/18

FINISH TIME: 11:00

CHECKS (0159)		STANDARD INSTRUCTIONS		STATUS	
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.				
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.				
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:

See

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WU 053-0,

LOCATION/RM #: 141

WO# 6234

ASSET # 6048

MECHANIC

SIGNATURE

DATE: 9/2/19

START TIME: 11:40

FINISH TIME: 11:50

ITEM NO.	DESCRIPTION	COMPLETION	
		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.	✓	
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.	N/A	
2	Review all zone set points at the server.	N/A	
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.	N/A	

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:

See 70

RETURN

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BIC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

STATE AND BLDG #: WU 653-01

LOCATION/RM #: WO# 231 ASSET # 6301

MECHANIC SIGNATURE: [Signature] DATE: 4/2/15

START TIME: 10:40 FINISH TIME: 10:50

CHECK NO.	DESCRIPTION	DATE COMPLETED	
		DATE	TIME
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.		
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:

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