PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Thermostat

SITE AND BLDG#: NY023-121	**MECHANIC SIGNATURE:** *SIGNATURE ON FILE (DROWE)*	**DATE:** 4/4/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-121	2-21566	9304	PM-AN-9304	HONEYWELL	N/A	N/A	J-17 1-PC Thermostat, Digital , RM 1001, 9304, NY023-121	RM 1001

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
	TO BE PERFORMED AT EACH INSPECTION SERVICE	
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	Always follow lock out/tag out procedures. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work	
3	If EMS (Energy Management System) If it is EMS controlled 1-We log into computer with user and password for EMS or DDC obtained from site personnel. 2-Validate set point and actual temp at computer	
4	Review all zone set points at the server IF Applicable	
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	If applicable, replace battery as needed.	
8	Use our own Temperature meter to validate the computer is correct. If it is not EMS or DDC controlled take our temperature meter and check against actual thermostat and record temperature	

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: General Maintenance Worker

Additional Notes:

- there are 2 thermostats in building 121
- there are 2 thermostats not 1