PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: NY023-200

LOCATION/RM #: Throughout Entire Building

MECHANIC SIGNATURE: Deen Rowe

DATE: 4/7/21

START TIME: 12pm

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	12398	9437	PM-AN-9437	Staefa Control			J-17 6-pc Thermostat, Digital Throughout	
NY023-200	12399	9438	PM-AN-9438	Robert Shaw			J-17 7-pc Thermostat, Analog Rm 3004, 3006, 3006B, 2025A, 2025H, 2025G, 2025F	
NY023-200	12475	190917-187	PMA190917187	Honeywell Digital			26-pc Thermostats	
NY023-200	12475	190917-188	PMA190917187	Honeywell Anolog			1-pc Thermostats	
NY023-200	12475	190917-189	PMA190917187	Johnsons Controls Analog thermostat			1-pc Thermostats Rm 1041	
NY023-200	12475	190917-190	PMA190917187	Trane Digital			2-pc Thermostats 216214	
NY023-200	12475	190917-191	PMA190917187	Johnsons Controls Digital thermostat			11-pc Thermostats 10232005	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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) If it is EMS controlled 1- We log into computer with user name and password for EMS or DDC obtained from site personnel.	✓		

	2- Validate set point and actual temp at computer			
2	Review all zone set points at the server IF Applicable			
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	If applicable, replace battery as needed.			
6	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: HVAC Technician

Additional Notes: