PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: NY058-104

LOCATION/RM #: Building 104

MECHANIC SIGNATURE: Deen Rowe

DATE: 4/15/21

START TIME: 8Am

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	12320	10265	PM-AN-10265	Honeywell			J-17 62-pc Thermostat, Digital Throughout	
NY058-104	12321	10266	PM-AN-10266	Honeywell			J-17 1-pc Thermostat, Analog Rm 149	
NY058-104	12322	10267	PM-AN-10267	Honeywell			J-17 1-pc Thermostat, Digital Rm 102A	
NY058-104	12323	10268	PM-AN-10268	Liebert			J-17 6-pc Thermostat, Digital Rm 218, 124, 125, 131, 117, 150	
NY058-104	12324	10269	PM-AN-10269	Coleman			J-17 1-pc Thermostat, Analog Rm 142	
NY058-104	12325	10270	PM-AN-10270				J-17 3-pc Heat Sensor Rm 226 & 143	

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	Always follow lock out/tag out procedures. 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: