

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

THERMOSTATS

SITE AND BLDG #: VA033-01

MECHANIC
SIGNATURE: *Andy Bid*

DATE: 4-1-19

LOCATION/RM #:

START TIME: 9 AM

FINISH TIME: 3 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA033-01	8284	5614		Trane	N/A		J-1502000-17 1-pc Thermostat Analog	Rm 102
VA033-01	8284	5910		Trane	N/A		J-1502000-17 1-pc Thermostat Analog	Rm 102A
VA033-01	8284	6340		Honeywell	T451A 2007	9807	J-1502000-17 4-pc Thermostat Analog	Rm 116, 119, 115,105A
VA033-01	8284	6376		Trane	N/A	b400-2325-01	J-1502000-17 9-pc Thermostat Analog Throughout	Rm 111
VA033-02	8268	5461		Mitsubishi	KM09E	0434544	J-1502000-17 1-pc Thermostat Analog	Rm 152
VA033-02	8268	6276		Mitsubishi	11	0443488	J-1502000-17 2-pc Thermostat Analog	Rm 300, 310

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		✓	No access Tracer summit program Error
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			✓	
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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:

