

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

THERMOSTATS

MECHANIC
SIGNATURE:

START TIME:

DATE:

SITE AND BLDG #: VA039-01

LOCATION/RM #:

FINISH TIME:

4-3-19

3PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-01	8274	5507		Honeywell	T451A3005	N/A	J-1502000-17 1-pc Thermostat Analog	Drill Hall
VA039-01	8274	5610		Honeywell	T498B1512	0807	J-1502000-17 1-pc Thermostat Analog	Mech. RM
VA039-01	8274	6274		Honeywell	T451A3005	N/A	J-1502000-17 2-pc Thermostat Analog	Rm 140, 136
VA039-01	8274	6370		Trane	6400-2325-01	N/A	J-1502000-17 8-pc Thermostat Analog,	Rm 132, 140, 139,138, 137, 136,201
VA039-01	8274	6375		Honeywell	RTH111B 1016	1802	J-1502000-17 9-pc Thermostat Analog	Rm 124, 134, 110,108, 109, 104,105, 106, 121
VA039-02	8267	5459		Vantage	N/A	N/A	J-1502000-17 1-pc Thermostat Analog	AMSA
VA039-02	8267	6114		Honeywell	5000	N/A	J-1502000-17 1-pc Thermostat Digital	AMSA

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		✓	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	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	<input checked="" type="checkbox"/>		
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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:

