

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
THERMOSTATS

SITE AND BLDG #: WV009-01

MECHANIC  
SIGNATURE:

DATE: 01APR19

LOCATION/RM #: T+R U G U T

START TIME: 9:00 AM

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV009-01	8295	5895					J-1502000-17 1-pc Thermostat Analog HUH-T STAT RM 117	SP~70° ACT 71°
WV009-01	8295	5908					J-1502000-17 1-pc Thermostat Analog RM 102	SP~60° ACT 59°
WV009-01	8295	5983					J-1502000-17 1-pc Thermostat Analog Rm M101	SP~70° ACT 71°
WV009-01	8295	6303					J-1502000-17 2-pc Thermostat RM 120, 110	SP~72° ACT 70°
WV009-01	8295	6304					J-1502000-17 2-pc Thermostat Rm 203, 205	SP~60° ACT 65°
WV009-01	8295	6305					J-1502000-17 2-pc Thermostat Rm M101, 108	SP~71° ACT 75°
WV009-01	8295	6351					J-1502000-17 4-pc Thermostat Rm M101, 110	SP~70° ACT 70°
WV009-02	8326	6352					J-1502000-17 4-pc Thermostat Throughout	SP~60° ACT 60°

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 EMS SYSTEM AT THIS FACILITY
2	Review all zone set points at the server IF Applicable		✓	N/A NO EMS SYSTEM
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:**

