

REVIEWED

By Mike Merchan at 11:04 am, Apr 04, 2019

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**THERMOSTATS****SITE AND BLDG #:** WV014-01**MECHANIC****SIGNATURE:****DATE:** 03APR19**LOCATION/RM #:** THRU OUT**START TIME:** 9:06A**FINISH TIME:** 1:00P

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV014-01	8224	5357					J-1502000-17 14-pc Thermostat Analog Rm 17, 16, 18, 21,22, 23, 30, 29,28	
WV014-01	8224	6277					J-1502000-17 2-pc Thermostat Analog Rm 4, 15	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO	SPECIAL INSTRUCTIONS		
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:

