

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WV016-01

MECHANIC
SIGNATURE: Joe. E. G-

DATE: 11 APR 19

LOCATION/RM #: _____

START TIME: 8:00A

FINISH TIME: 10:00A

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV016-01	8298	5928					J-1502000-17 1-pc Thermostat Analog RM 124	
WV016-01	8298	6130					J-1502000-17 1-pc Thermostat Digital For AHU- 2 RM 112	
WV016-01	8298	6273					J-1502000-17 2-pc Thermostat Analog RM 112, 114	

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		✓	EMS SYSTEM DISABLED BY WATER DAMAGE.	
2	Review all zone set points at the server IF Applicable		✓	N/A EMS DISABLED	
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.		✓	NO BATTERIES 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		✓	ENTIRE HVAC SYSTEM DISABLED BY WATER DAMAGE	

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:

