

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### THERMOSTATS

SITE AND BLDG #: WV022-01

LOCATION/RM #: THUROUT

MECHANIC

SIGNATURE:

DATE: 16APR19

START TIME: 8:00A

FINISH TIME: 3:00P

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV022-01	8222	5355					J-1502000-17 11-pc Thermostat Digital Rm 103, 104, 105, 106, 107, 108, 116, 115, 110, 111, 113	
WV022-01	8222	6298					J-1502000-17 2-pc Thermostat Digital Rm 129, 130	
WV022-01	8222	6337					J-1502000-17 4-pc Thermostat Analog Rm 102, 101, 109, 123	
WV022-01	8222	6362					J-1502000-17 6-pc Thermostat Analog Rm 128, 122, 127, 126, 131	
WV022-01	8222	6369					J-1502000-17 8-pc Thermostat Analog Rm 112, 119, 1, 2, 121, 3, 4	
WV022-02	8240	5381					J-1502000-17 1-pc Thermostat Analog	
WV022-02	8240	5447					J-1502000-17 1-pc Thermostat Analog	
WV022-02	8240	6275					J-1502000-17 2-pc Thermostat Analog Rm 207, 203	

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			
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.		✓	N/A
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	✓		<i>CHECKED LOCAL SETPOINTS &amp; TEMPS COMPARED WITH ACT. TEMP.</i>

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:**