

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

HOT WATER SYSTEM CONTROLLER

SITE AND BLDG #: WV031-01

MECHANIC
SIGNATURE

Andy Reid

DATE: 9.25.19

LOCATION/RM #:

START TIME: 9AM

FINISH TIME: 10AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	10899	5340					J-1502000-16 2-pc Hot Water System Controller	<i>Mech Rm</i>

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.	<input checked="" type="checkbox"/>				
2	Always follow lock out/tag out procedures. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>				
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	<input checked="" type="checkbox"/>				
2	Review all zone set points at the server IF Applicable	<input checked="" type="checkbox"/>				
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.	<input checked="" type="checkbox"/>				
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low-pressure air.	<input checked="" type="checkbox"/>				
5	If applicable, replace battery as needed.	<input checked="" type="checkbox"/>				
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"/>				

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:

