

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### THERMOSTATS

**SITE AND BLDG #:** WV035-01

**MECHANIC SIGNATURE:** *Andy Bird*

**DATE:** 4-16-19

**LOCATION/RM #:**

**START TIME:** 7:30 AM

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-01	8304	6051		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat C 1-A Rm C 1-A	
WV035-01	8304	6052		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat C 1-B Rm C 1-B	
WV035-01	8304	6053		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat C 1-D Rm C 1-D	
WV035-01	8304	6191		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat PTAC 101 Rm 101	
WV035-01	8304	6192		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat PTAC 131 Rm 131	
WV035-01	8304	6193		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat PTAC100 Rm 100	
WV035-01	8304	6195		Trane	6400-2325-01		J-1502000-17 1-pc Thermostat Rm 114	
WV035-01	8304	6196		Trane	"		J-1502000-17 1-pc Thermostat Rm 130	
WV035-01	8304	6205		Trane	"		J-1502000-17 1-pc Thermostat VVB 102 Rm 102	
WV035-01	8304	6206		Trane	"		J-1502000-17 1-pc Thermostat VVB 103 Rm 103	
WV035-01	8304	6207		Trane	"		J-1502000-17 1-pc Thermostat VVB 104 Rm 104	
WV035-01	8304	6208		Trane	"		J-1502000-17 1-pc Thermostat VVB 105 Rm 105	
WV035-01	8304	6209		Trane	"		J-1502000-17 1-pc Thermostat VVB 106 Rm 106	
WV035-01	8304	6210		Trane	"		J-1502000-17 1-pc Thermostat VVB 107 Rm 107	
WV035-01	8304	6211		Trane	"		J-1502000-17 1-pc Thermostat VVB 108 Rm 108	

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.	✓		
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:**

