

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

THERMOSTATS

SITE AND BLDG #: WV035-01

MECHANIC SIGNATURE: *Anthony Brind* DATE: 4-16-19

LOCATION/RM #: _____

START TIME: 9:00 FINISH TIME: 11:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-01	8304	6212		Traue			J-1502000-17 1-pc Thermostat VVB 109	
WV035-01	8304	6213					J-1502000-17 1-pc Thermostat VVB 110	
WV035-01	8304	6214		Traue	6400-2325-01		J-1502000-17 1-pc Thermostat VVB 124 Rm 104	
WV035-01	8304	6215		Traue	6400-2325-01		J-1502000-17 1-pc Thermostat VVB 129 Rm 104	
WV035-01	8304	6216		Traue	6400-2325-01		J-1502000-17 1-pc Thermostat VVB 130 Rm 104	
WV035-01	8304	6217		Traue	6400-2325-01		J-1502000-17 1-pc Thermostat VVB 1-B Rm C 1-D	
WV035-01	8304	6364					J-1502000-17 1-pc Thermostat Rm 127,128,126,106A	
WV035-01	8312	6194					J-1502000-17 1-pc Thermostat Rm 101	
WV035-01	8312	6301		Traue			J-1502000-17 1-pc Thermostat Rm 01	
WV035-01	8312	6328					J-1502000-17 1-pc Thermostat Rm 102,100,101	
WV035-01	8312	6356					J-1502000-17 1-pc Thermostat RM 01,105,106	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES (IF TASK COMPLETED IS CHECKED, NO PROVIDED EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>		
2	Review all zone set points and actual temp at computer	<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:

