

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

THERMOSTATS

SITE AND BLDG #: WV035-01

MECHANIC

SIGNATURE:

DATE:

LOCATION/RM #:

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-01	8304	6212					J-1502000-17 1-pc Thermostat VVB 109 Rm 109	
WV035-01	8304	6213					J-1502000-17 1-pc Thermostat VVB 110 Rm 110	
WV035-01	8304	6214					J-1502000-17 1-pc Thermostat VVB 124 Rm 124	
WV035-01	8304	6215					J-1502000-17 1-pc Thermostat VVB 129 Rm 129	
WV035-01	8304	6216					J-1502000-17 1-pc Thermostat VVB 130 Rm 130	
WV035-01	8304	6217					J-1502000-17 1-pc Thermostat VVB 1-B Rm C 1-D	
WV035-01	8304	6364					J-1502000-17 6-pc Thermostat Rm 127, 128,126, 106A, 113B	
WV035-02	8312	6194					J-1502000-17 1-pc Thermostat Rm 101	
WV035-02	8312	6301					J-1502000-17 2-pc Thermostat Rm 01	
WV035-02	8312	6328					J-1502000-17 3-pc Thermostat Rm 102, 100, 101	
WV035-02	8312	6356					J-1502000-17 5-pc Thermostat Rm 01, 105, 106	

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	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: