

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: WV046-01

MECHANIC  
SIGNATURE: *Amy Bird*

DATE: 4-23-19

LOCATION/RM #:

START TIME: 9am

FINISH TIME: 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV046-01	8218	5351		Trane	N/A	N/A	J-1502000-17 10-pc Thermostat Analog Throughout	✓
WV046-01	8218	5364		Trane	N/A	N/A	J-1502000-17 1-pc Temperature Sensor AHU 1 Conference Room	✓
WV046-01	8218	5365		Kele	KHR3	N/A	J-1502000-17 1-pc Temperature Sensor AHU 2 Classroom B	✓
WV046-01	8218	5366		Kele	KTR24		J-1502000-17 1-pc Temperature Sensor Rm. 8	~
WV046-01	8218	5638		Honeywell	T605JATO16		J-1502000-17 1-pc Thermostat Analog EF52 Kitchen - Storage	✓
WV046-01	8218	6002		Honeywell	N/A	N/A	J-1502000-17 1-pc Thermostat Analog Unit Storage	✓
WV046-01	8218	6003		Penn	N/A	N/A	J-1502000-17 1-pc Thermostat Analog Unit Supply	✓
WV046-01	8218	6127					J-1502000-17 1-pc Thermostat Digital Corridor A	
WV046-01	8218	6184		N/A	N/A	N/A	J-1502000-17 1-pc Thermostat Digital Women Latrine	✓
WV046-01	8218	6254		Johnson Controls	T26A-15		J-1502000-17 2-pc Thermostat Analog Assembly Hall, Mech	✓
WV046-01	8218	6282		Honeywell	N/A	N/A	J-1502000-17 2-pc Thermostat Analog Unit Supply	✓

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	✓		

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:**

