

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

HVAC CONTROL PANEL

SITE AND BLDG #:WV046-01_02

MECHANIC
SIGNATURE:

Audrey Bird

DATE: 9-26-19

LOCATION/RM #:

START TIME: 9AM

FINISH TIME: 11AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV046-01	10891	5279					J-1502000-16 1-pc HVAC Control Panel	
WV046-01	10891	5282					J-1502000-16 1-pc HVAC Control Panel - VFD	
WV046-01	10891	5283					J-1502000-16 1-pc HVAC Control Panel - VFD	
WV046-01	10891	5285					J-1502000-16 1-pc HVAC Control Panel AH1	
WV046-01	10891	5287					J-1502000-16 1-pc HVAC Control Panel AHU-2	
WV046-01	10891	5288					J-1502000-16 1-pc HVAC Control Panel AHU-3	
WV046-01	10891	5296					J-1502000-16 1-pc HVAC Control Panel EF-5	
WV046-02	10920	5250					J-1502000-16 1-pc AHU4 Control Panel AHU-4Control Panel	
WV046-02	10920	5261					J-1502000-16 1-pc HVAC Central Equip Control Panel	
WV046-02	10920	5327					J-1502000-16 1-pc HVAC Control Panel UH-10	
WV046-02	10920	5328					J-1502000-16 1-pc HVAC Control Panel UH-14	

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:

