

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: NY 024-208

LOCATION/RM #: Room 306 WO# _____ ASSET # _____

MECHANIC SIGNATURE: [Signature] DATE: 4/1/2015

START TIME: _____ FINISH TIME: 4/2/2015

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS (Energy Management System) exists, run the manufacturer's diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Review all zone set points at the server.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	OK - RE-secured mounting screen
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean thermostat & cover
5	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	If applicable, replace battery as needed.	<input type="checkbox"/>	<input 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:

W. 024 ASHG #
 3301 — PA-AV-9644 — DOZ ADJUSTOR BLE THERMOSTAT
 3302 — PA-AV-9645 — APACOG THERMOSTAT
 3303 — PA-AV-9646 — PA-102C THERMOSTAT