

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: **KY 024-208** MECHANIC **R. Walker** DATE: **7/1/2019**
LOCATION/RM #: **Kard Bldg** SIGNATURE: **R. Walker** DATE: **7/1/2019**
WO# ASSET # START TIME: FINISH TIME: **7/1/2019**

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"/>		
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"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If EMS (Energy Management System) exists, run the manufacturers 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"/>		
2	Review all zone set points at the server.	<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	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.	<input checked="" type="checkbox"/>		
6	If applicable, replace battery as needed.	<input checked="" type="checkbox"/>		
<p>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.</p> <p>To be performed by: HVAC Technician</p> <p>Additional Notes:</p> <p><i>W. O. #</i></p> <p><i>ACOK</i></p> <p><i>3301 — PH-AW-9644 — New software not known</i></p> <p><i>3302 — PH-AW-9645 — AWAS not known</i></p> <p><i>3303 — PH-AW-9646 — PH-AW-9646 — PH-AW-9646</i></p>				