

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST THERMOSTATS

SITE AND BLDG #: Uy050 MECHANIC SIGNATURE: [Signature] DATE: 4/8/2019
 LOCATION/RM #: _____ START TIME: _____ FINISH TIME: 4/11/2019
 WO# _____ ASSET # _____

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.	☒		
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.	☒		
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.	☒		
2	Review all zone set points at the server.	☒		
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.	☒		Clean Thermostat
5	Check time-of-day schedule to confirm consistency with facility operation.	☒		
6	Adjust schedule as needed.	☒		
	If applicable, replace battery as needed.	☒		

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.O # ASSET # W.O # ASSET #

3319	—	PM-AW-9959	3324	—	PM-AW-9964
3320	—	PM-AW-9960	3325	—	PM-AW-9965
3321	—	PM-AW-9961	3326	—	PM-AW-9966
3322	—	PM-AW-9962	3327	—	PM-AW-9967
3323	—	PM-AW-9963	3328	—	PM-AW-9968