

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: Pa051-01 Date of Visit: 3-27-19

Contractor Personnel on Site:

1. <u>Dominic Stango</u>	3. _____
2. <u>Scott Renders</u>	4. _____

Work Performed:

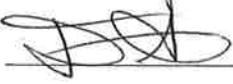
Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. CU0# 7680, 7989,
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Dominic Stango Date: 3-27-19

Signed: 

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Allyn M. Lawrence Date: 3/27/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: 4a051-01

MECHANIC SIGNATURE: 
DATE: 3-27-19

LOCATION/RM #: Outside WO# 7989 **ASSET #** 7407

START TIME: 11:15 **FINISH TIME:** 11:30

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 to.	✓		
2	Schedule outage of unit with personnel in area the unit serves.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.	✓		
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	Clean up work area.	✓		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Pa051-01

MECHANIC SIGNATURE: [Signature]

DATE: 3-27-19

LOCATION/RM #: OutSide **WO#** 7439 **ASSET #** 5279

START TIME: 10:00

FINISH TIME: 11:15

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 to.	✓		
2	Schedule outage of unit with personnel in area the unit serves.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.	✓		
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	Clean up work area.	✓		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Da051-01

MECHANIC SIGNATURE: Scott Kunkle **DATE:** 3-27-10

LOCATION/RM #: breaker **WO#** 798C **ASSET #** 5178

START TIME: 10:40

FINISH TIME: 10:55

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	NOTES/ ACTIONS
		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 to.	✓	
2	Schedule shutdown with operating personnel, as needed.	✓	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades for dust buildup and clean if necessary.	✓	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	
3	Tighten all electrical connectors to proper torque as needed.	✓	
4	Check that the fan runs properly in all speeds as applicable.	✓	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓	
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	WA
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	
10	Check coils for leaking, tightness of fittings.	✓	
11	Use fin comb to straighten coil fins as needed.	✓	
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓	WA

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (If task complete is checked no, provide explanation)
		YES	NO	
14	Vacuum interior of unit.	✓		
15	Check filter door for proper gasketing and air leaks. Correct as necessary.		✓	NA
16	Change the filter as needed with the correct size and type filter.	✓		
17	Ensure that drain(s) are clear and running.	✓		
18	Clean up work area.	✓		

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: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **Pa051-01**

MECHANIC: **Scott Kinsler**
 SIGNATURE: **Scott Kinsler**
 DATE: **3-27-19**

LOCATION/RM #: **1** WO# **7989** ASSET # **5190**

START TIME: **10:45**

FINISH TIME: **11:10**

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 to.	✓		
2	Schedule shutdown with operating personnel, as needed.	✓		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check that the fan runs properly in all speeds as applicable.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓	Unt	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins as needed.	✓		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	✓ N/A	
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Vacuum interior of unit.	✓		
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓		W4
16	Change the filter as needed with the correct size and type filter.	✓		
17	Insure that drain(s) are clear and running.	✓		
18	Clean up work area.	✓		

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.

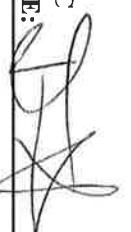
To be performed by: General Maintenance Worker

Additional Notes:

Remote needs replaced

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: Re051-01

MECHANIC SIGNATURE: 

DATE: 3-27-19

START TIME: 10:35

FINISH TIME: 10:40

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 to.	✓		
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	✓		
3	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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	✓		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	✓		
4	Check electrical power connections including incoming line voltage.	✓		
5	Check all fuses for evidence of heating or weakening.	✓		
6	Check inputs and outputs on DDC/PLC check input and outputwiring connections for tightness very carefully.	✓		
7	If applicable, check relays for burnt contact points.	✓		
8	Check all point labels are correct and up to date, if applicable.	✓		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	✓		

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: MECH **WO#** 7989 **ASSET #** 5344

MECHANIC SIGNATURE:  **DATE:** 5-27-10

LOCATION/RM #: MECH **WO#** 7989 **ASSET #** 5344

START TIME: 10:25 **FINISH TIME:** 10:30

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 to.	✓		
2	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	✓		
3	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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	✓		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	✓		
4	Check electrical power connections including incoming line voltage.	✓		
5	Check all fuses for evidence of heating or weakening.	✓		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	✓		
7	If applicable, check relays for burnt contact points.	✓		
8	Check all point labels are correct and up to date, if applicable.	✓		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	✓		

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.