

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa 052-01 Date of Visit: 6-5, 6-6

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>Dominic Stango</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. wa# 9152, 9279, 9383
2. could not get access to room 102
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Dominic Stango Date: 6-6-19

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: Jody Berry SGT Date: 2019 06 06

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **UNIT HEATER, INFRARED, RADIANT, GAS**

SITE AND BLDG #: PO52-01MECHANIC SIGNATURE: DATE: 6-6-19LOCATION/RM #: 124 WO# 9383 ASSET # 4436START TIME: 8:20FINISH TIME: 8:30

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.	<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	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>		
2	Clean dirt from heater, vacuuming is preferred.	<input checked="" type="checkbox"/>		
3	Check operation of gas valve.	<input checked="" type="checkbox"/>		
4	Check for gas leaks.	<input checked="" type="checkbox"/>		
5	Check operation of thermostat.	<input checked="" type="checkbox"/>		
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>		
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>		
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>		
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>		
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **UNIT HEATER, INFRA-RED, RADIANT, GAS**

SITE AND BLDG #: Pa052-01MECHANIC
SIGNATURE: DATE: 6-5-19LOCATION/RM #: 117 WO# 9383 ASSET # 4433START TIME: 8:10FINISH TIME: 8:20

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 to.	<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	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>		
2	Clean dirt from heater, vacuuming is preferred.	<input checked="" type="checkbox"/>		
3	Check operation of gas valve.	<input checked="" type="checkbox"/>		
4	Check for gas leaks.	<input checked="" type="checkbox"/>		
5	Check operation of thermostat.	<input checked="" type="checkbox"/>		
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>		
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>		
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>		
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>		
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" 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: hot water heater

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **UNIT HEATER, INFRA-RED, RADIANT, GAS**

SITE AND BLDG #: Pa052-01MECHANIC
SIGNATURE: DATE: 6-5-19LOCATION/RM #: boiler WO# 9383 ASSET # 4182START TIME: 8FINISH TIME: 8:05

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 to.	✓		
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	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	NA		
2	Clean dirt from heater, vacuuming is preferred.	✓		
3	Check operation of gas valve.	NA		
4	Check for gas leaks.	NA		
5	Check operation of thermostat.	✓		
6	If applicable, replace primary air intake filter.	NA		
7	As needed, clean spark electrode and reset gap, replace if necessary.	NA		
8	Inspect flue pipe and connections.	NA		
9	If applicable, inspect and clean outside air blower and blower intake.	✓		
10	Inspect unit for proper operation.	✓		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

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: Electric heater

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: Pa052-01MECHANIC
SIGNATURE: DATE: 6-6-19LOCATION/RM #: 109A WO# 9383 ASSET # 402CSTART TIME: 8:10FINISH TIME: 1:40

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

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

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: Pa 052-G1MECHANIC
SIGNATURE: DATE: 6-5-19LOCATION/RM #: 110 WO# 9383 ASSET # 4025START TIME: 1FINISH TIME: 1:20

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

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

Additional Notes: