

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA051-07 Date of Visit: 5/8/19

Contractor Personnel on Site:

- | | |
|--------------------|----------|
| 1. <u>Scott K.</u> | 3. _____ |
| 2. <u>NICK C.</u> | 4. _____ |

Work Performed:

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

- | |
|-------------------------------|
| 1. <u>WO # 8753 VAV BOXES</u> |
| 2. _____ |
| 3. _____ |
| 4. _____ |
| 5. _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott KENDERS Date: 5/8/19

Signed: Scott Kenders

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: Joe Hockbyck Date: 5/8/19

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA051-07

MECHANIC SIGNATURE: SK

DATE: 5/8/19

LOCATION/RM #: 120 WO# 8753 ASSET # 4813

START TIME: 10 30

FINISH TIME: 10 40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CIRCLED 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 system permits, check that the operating controls activate damper per design specifications.	☒		
2	If required, check damper linkage for tightness and highly lubricate.	☒		
3	If required, inspect dampers for free movement.	☒		
4	If required, inspect actuators for tightness to mounting brackets.	☒		
5	As needed, tighten electrical connections to servo motor.	☒		
6	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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

UNIT AND BLDG. # 7A051-07

MECHANIC
SIGNATURE

SK

DATE 5/8/19

LOCATION/ROOM # 118 W/O# 8753 ASSET # 4812

START TIME: 1020

FINISH TIME: 1030

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS
		YES	NO	
	1. Make sure to the procedure(s) outlined in this standard the equipment is maintained (recommended maintenance procedure(s) and/or instruction(s))	☒		
	2. Make sure the specific actuator	☒		
	3. Make sure the actuator is maintained all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	1. A system permits check that the operating controls activate damper per design specifications	☒		
2	2. Inspect check damper linkage for tightness and lightly lubricate.	☒		
3	3. Inspect check damper for free movement.	☒		
4	4. Inspect check damper actuators for tightness to mounting brackets.	☒		
5	5. Inspect check damper electrical connections to servo motor	☒		
6	6. Inspect damper for overall condition and recommend for replacement or other 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 #, W/O #, photos, and a detailed description of the deficiency

To be performed by HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG.: PA051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/RM.: 122 WOF: 8753 ASSET #: 4811

START TIME: 1010

FINISH TIME: 1020

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE OPERATOR IS CONCERNED, NO. FROM THE EXPLANATION)
		YES	NO	
1	Added to the procedure(s) outlined in this standard, the equipment shall be subject to recommended maintenance procedure(s) and/or instruction(s)	☒		
2	Check for loose wiring and procedures at all times. De-energize or discharge all electrical, electrical, mechanical, or thermal energy prior to beginning work	☒		
TO BE PERFORMED AT EACH INSPECTION STATE				
1	If MS system permits, check that the operating controls activate damper per design specifications	☒		
2	Inspect and check damper linkage for tightness and lightly lubricate.	☒		
3	Inspect and check dampers for free movement.	☒		
4	Inspect and check actuators for tightness to mounting brackets.	☒		
5	Inspect and check electrical connections to servo motor	☒		
6	Inspect and check for overall condition and recommend for replacement or other repairs 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 upon a corrective maintenance (CM) ticket and include the Asset #, WOF #, photos, and a detailed description of the deficiency.

To be performed by HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG.: FA051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/WM: 109 WOF: 8753 ASSET #: 4810

START TIME: 10

FINISH TIME: 10:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE OPERATOR IS CONCERNED, INDICATE THE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Adhere 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 electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	MS system permits, check that the operating controls activate damper per manufacturer's specifications.	✓		
2	Inspect check damper linkage for tightness and lightly lubricate.	✓		
3	Inspect check damper for free movement.	✓		
4	Inspect actuator for tightness to mounting brackets.	✓		
5	Inspect electrical connections to servo motor.	✓		
6	Inspect damper 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 #, WOF #, photos, and a detailed description of the deficiency.

To be performed by HVAC Technician
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG. # PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/ROOM # 106 W/O# 8753 ASSET # 4809

START TIME: 950

FINISH TIME: 10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE CORRECTION IS COMPLETED, NO ACTION IS REQUIRED)
		YES	NO	
	SPECIAL INSTRUCTIONS			
1	Make sure 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	Do not back out procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	MS system permits check that the operating controls activate damper per design specifications.	☒		
2	Check damper linkage for tightness and lightly lubricate.	☒		
3	Check damper for free movement.	☒		
4	Check actuator for tightness to mounting brackets.	☒		
5	Check electrical connections to servo motor.	☒		
6	Inspect unit for overall condition and recommend for replacement or other repairs, if any.	☒		

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 #, W/O #, photos, and a detailed description of the deficiency.

To be performed by HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

SITE AND BLDG.: PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/WM: 104 WOH: 8153 ASSET #: 4808

START TIME: 940

FINISH TIME: 950

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE COMPLETE IS CHECKED, NO FURTHER ACTION)
		YES	NO	
	1. Refer to the procedure(s) outlined in this standard. The equipment must be secured/recommended maintenance procedure(s) and/or instruction(s) must be strictly adhered to.	✓		
	2. Do not back out procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
	1. VAV system permits check that the operating controls activate damper per design specifications.	✓		
	2. Inspect check damper linkage for tightness and lightly lubricate.	✓		
	3. Inspect and adjust dampers for free movement.	✓		
	4. Inspect and adjust actuators for tightness to mounting brackets.	✓		
	5. Inspect and adjust electrical connections to servo motor.	✓		
	6. Inspect and adjust for overall condition and recommend for replacement or other repairs 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAV BOX

UNIT AND BLDG. # PH051-07

MECHANIC
SIGNATURE: SK

DATE: 5/8/19

LOCATION/WM # 103 WOF 8753 ASSET # 4807

START TIME: 930

FINISH TIME: 940

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF THE CHECKPOINT IS CHECKED NA, PROVIDE EXPLANATION)
		YES	NO	
1	Refer to the procedure(s) outlined in this standard (the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s)) and be strictly adhered.	✓		
2	Refer to the manufacturer's procedures at all times. De-energize or discharge all electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	MS system permits, check that the operating controls activate damper per design specifications.	✓		
2	Inspect and adjust linkage for tightness and lightly lubricate.	✓		
3	Inspect and adjust dampers for free movement.	✓		
4	Inspect and adjust actuators for tightness to mounting brackets.	✓		
5	Inspect and adjust electrical connections to serve motor.	✓		
6	Inspect and adjust for overall condition and recommend for replacement or other repairs 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 #, WOF #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician
Additional Notes: