

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-19402 Date of Visit: 3-27-19

Contractor Personnel on Site:

1. Dominic Stango 3. _____
2. Scott Renders 4. _____

Work Performed:

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

1. WO# 7743,7902,
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: Alphonse Date: 3/27/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: Pa051-19402

MECHANIC SIGNATURE: 

DATE: 3-27-19

LOCATION/RM #: 10A **WO#** 7902 **ASSET #** 5312

START TIME: 11:30 **FINISH TIME:** 11:35

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.	✓	NO COMPUTER ACCESS
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓	NO COMPUTER ACCESS
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 DDCPLC 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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PA051 - 19402

MECHANIC
SIGNATURE: Scott Koenig

DATE: 3/27/19

LOCATION/RM #: OFFICE **WO#** PA02 **ASSET #** 4657

START TIME: 11:30

FINISH TIME: 12

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

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

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: