

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA051-19401 Date of Visit: 5/9/19

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. WO # 8478 FILTERS
2. WO # 8617 CONDENSERS
3. WO # 8750 VAV BOXES
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: SCOTT KENDERS Date: 5/9/19

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: AL MALPUSKI Date: 5/10/19

Signed: Al Malpuski

E-Mail: \_\_\_\_\_

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: PA051-1A401MECHANIC  
SIGNATURE: SKDATE: 5/2/19LOCATION/RM #: OUTSIDE WO# 8617 ASSET # 6779START TIME: 2:10FINISH TIME: 2:20

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 outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>		
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>		
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>		
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>		
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		
11	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.

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: PA051-19401

MECHANIC  
SIGNATURE: SK

DATE: 5/9/19

LOCATION/RM #: OUTSIDE WO# 8617 ASSET # 6780

START TIME: 2

FINISH TIME: 2:10

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.	<input checked="" type="checkbox"/>		
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