

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-227 Date of Visit: 3-27

Contractor Personnel on Site:

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

**Work Performed:**

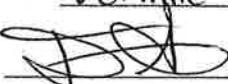
**Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)**

1. W0# 7689
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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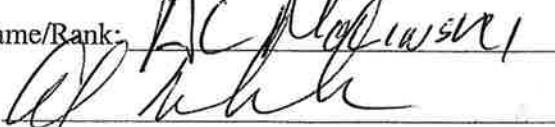
**CERTIFICATION OF WORK**

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: Al McPherson Date: 3/27/19  
Signed: 

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

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-227 Date of Visit: 3-21-19

Contractor Personnel on Site:

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

**Work Performed:**

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

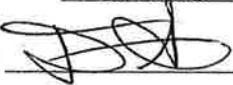
1. W0# 7694, 7178
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**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**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

**SITE AND BLDG #:** PA051-22701

**MECHANIC  
SIGNATURE:** Scott Verdus

**DATE:** 3/21/19

**LOCATION/RM #:** IT    **WO#** 7978    **ASSET #** 5154

**START TIME:** 12:30

**FINISH TIME:** 1

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		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 asneeded.	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 YES	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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:**

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

**SITE AND BLDG #:** PA051- 22701

**MECHANIC  
SIGNATURE:** Scott Kinder

**DATE:** 3/24/19

**LOCATION/RM #:** IT    **WO#** TA78    **ASSET #** 5155

**START TIME:** 1

**FINISH TIME:** 1:30

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.	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		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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	Ensure 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:**

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

SITE AND BLDG #: Pa 051-227

MECHANIC  
  
 SIGNATURE: \_\_\_\_\_

DATE: 3-21-19

LOCATION/RM #: Outside WO# 7978 ASSET # 5708

START TIME: 11:30 FINISH TIME: 1:45

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**  
**DDC CONTROLLER -HVAC Control Panel**

<u>SITE AND BLDG #:</u> <u>Da051-2276</u>		<u>MECHANIC SIGNATURE:</u> <u>Scott Venzke</u> <u>DATE:</u> <u>3/27/19</u>		
<u>LOCATION/RM #:</u> <u>MECH WO# 7178</u> <u>ASSET # 5250</u>		<u>START TIME:</u> <u>11</u> <u>FINISH TIME:</u> <u>11 10</u>		
<u>CHECK POINT</u>	<u>CHECKPOINT DESCRIPTION</u>	<u>TASK COMPLETE</u>		<u>NOTES/ ACTIONS</u> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<u>YES</u>	<u>NO</u>	
<u>SPECIAL INSTRUCTIONS</u>				
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	X		
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.	X		
<u>TO BE PERFORMED AT EACH INSPECTION SERVICE</u>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	X		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	X		
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	NA		
4	Check electrical power connections including incoming line voltage.	X		
5	Check all fuses for evidence of heating or weakening.	X		
6	Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully.	X		
7	If applicable, check relays for burnt contact points.	X		
8	Check all point labels are correct and up to date, if applicable.	X		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	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.

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER -HVAC Control Panel**

**SITE AND BLDG #:** PH 051 - 22701      **MECHANIC** *Soft Vendor* **DATE:** 3/27/19

**LOCATION/RM #:** MECH WO# 7978 **ASSET #** 5257      **SIGNATURE:** *Soft Vendor* **DATE:** 3/27/19

**START TIME:** 1115      **FINISH TIME:** 11 25

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
DDC CONTROLLER -HVAC Control Panel

SITE AND BLDG #: PA051-22701 MECHANIC SIGNATURE: Scott Kovalos DATE: 3/27/19  
LOCATION/RM #: MECH WO# 7978 ASSET # 5333 START TIME: 11 25 FINISH TIME: 11 35

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER -HVAC Control Panel**

**SITE AND BLDG #:** PH051 - 22701

**MECHANIC**  
**SIGNATURE:** Scott Volden      **DATE:** 3/27/19

**LOCATION/RM #:** MECHtwo# 7978    **ASSET #** 5334

**START TIME:** 11 35      **FINISH TIME:** 11 45

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