

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa052-01 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# 7003, 7703, 8025
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 #:** PA002-01

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

**LOCATION/RM #:** MECR **WO#** 8025 **ASSET #** 5305

**START TIME:** 12 **FINISH TIME:** 12 15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IN 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.

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER -HVAC Control Panel

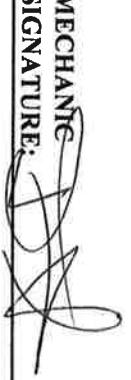
SITE AND BLDG #: PA062-01 MECH WO#: 8425 ASSET #: 5302 MECHANIC SIGNATURE: Scott Kunkes DATE: 3/27/19  
START TIME: 1145 FINISH TIME: 12:00

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		PANEL UNPLUGGED
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 #:** Pa0052-01

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

**LOCATION/RM #:** MECH    **WO#** 8025    **ASSET #** 55001

**START TIME:** 9    **FINISH TIME:** 9:10

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.	✓		
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.	✓		
<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.	✓		W/O computer access
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓		W/O 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 DDC/PLC 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.