

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA052001 Date of Visit: 5/10/19

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. work 8520 FILTERS
2. work 8710 INSPECTIONS
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott KENDERS Date: 5/10/19

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 Matuske Date: 5/10/19

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: PA052-01

MECHANIC SIGNATURE: SK

DATE: 5/10/19

LOCATION/RM #: MECH **WO#** 8796 **ASSET #** 3151

START TIME: 1020

FINISH TIME: 1030

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.	✓		
2	Schedule shutdown with operating personnel.	✓		
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	Check thermostat settings to ensure the cooling and heating systems operating correctly.	✓		
2	Tighten all electrical connections and measure voltage and current on motors.	✓		
3	Check filters and clean or replace as necessary.	✓		
4	Lubricate all moving parts.	✓		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	✓		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓		
7	Clean evaporator and condenser air conditioning coils.	✓		
8	Clean and adjust blower components to provide proper system airflow.	✓		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		

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

~~MAKE-UP AIR UNIT~~ - HEATING/COOLING

AHL

SITE AND BLDG #:

PASS-01

MECHANIC
SIGNATURE:

SK

DATE:

5/10/19

LOCATION/RM #:

MECH

WO#

8796

ASSET #

3150

START TIME:

10 10

FINISH TIME:

10 26

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.	✓		
2	Schedule shutdown with operating personnel.	✓		
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	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	✓		
2	Tighten all electrical connections and measure voltage and current on motors.	✓		
3	Check filters and clean or replace as necessary.	✓		
4	Lubricate all moving parts.	✓		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	✓		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓		
7	Clean evaporator and condenser air conditioning coils.	✓		
8	Clean and adjust blower components to provide proper system airflow.	✓		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		

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 **OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: PA052-01MECHANIC
SIGNATURE: SKDATE: 5/10/19LOCATION/RM #: OUTSIDE WO# 8796 ASSET # 3287START TIME: 930FINISH TIME: 940

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"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.