

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA052-02 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. <u>WO# 8514 FILTERS</u> |
| 2. <u>WO# 8721 INSPECTIONS</u> |
| 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 Hoffman Date: 5/10/19

Signed: [Signature]

E-Mail: _____

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

SITE AND BLDG #:

PA052-02

MECHANIC
SIGNATURE:

SK

DATE:

5/10/19

LOCATION/RM #:

GARAGE WO# 8721

ASSET # 3127

START TIME:

11

FINISH TIME:

11 20

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

SITE AND BLDG #: PA052-02MECHANIC SIGNATURE: SKDATE: 5/10/19LOCATION/RM #: LOFT WO# 8721 ASSET # 3131START TIME: 1040 FINISH TIME: 11

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.	✓		

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To be performed by: HVAC Technician

Additional Notes: