

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA171 Date of Visit: 7/16/19

Contractor Personnel on Site:

1. <u>SCOTT K</u>	3. _____
2. <u>DOMINIC S</u>	4. _____

**Work Performed:**

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

1. <u>WOX 9185</u>	<u>(EXHAUST FANS)</u>
2. <u>WOX 9267</u>	<u>(PUMPS)</u>
3. <u>WOX 9343</u>	<u>OVERHEAD VEHICLE EXHAUSTS</u>
4. <u>WOX 9388</u>	<u>UNIT HEATERS</u>
5. _____	_____

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Scott Kenders Date: 7/16/19

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: Karen Hoover WCO9 Date: 20190716

Signed: Karen Hoover

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VEHICLE EXHAUST REMOVAL**

SITE AND BLDG #: PA 171 9343  
LOCATION/WM #: ~~9343~~ ~~W0#~~ 8604 ASSET # ~~8604~~

<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>	
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.	/		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
<u>TO BE PERFORMED AT EACH INSPECTION SERVICE</u>				
1	Start and stop fan with local switch	/		
2	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	/		
3	Inspect, adjust belts and pulleys. Replace belts as needed.	/		
4	Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	/		
5	Inspect fan for bent blades, unbalance, excessive noise and vibration.	/		
6	Clean fan as needed.	/		
7	Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	/		
8	Repair as needed.	/		

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**  
**RADIANT BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)**

SITE AND BLDG #: BoATIMECHANIC  
SIGNATURE: DATE: 7-16-19LOCATION/RM #: Garage WO# 9388 ASSET # 4074START TIME: 8:30FINISH TIME: 8:35

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	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"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check radiator valve for free turning and seating. Check packing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	<input checked="" type="checkbox"/>		
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	<input checked="" type="checkbox"/>		
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	<input checked="" type="checkbox"/>		
6	For hot water radiators, check air bleed valve.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Wire brush and treat with rust inhibitor all rusted areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>under f loor</u>
9	Vacuum out finned tube area and interior housing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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To be performed by: General Maintenance Worker