

**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>WO# 9185</u> | <u>(EXHAUST FANS)</u>              |
| 2. <u>WO# 9267</u> | <u>(PUMPS)</u>                     |
| 3. <u>WO# 9343</u> | <u>(OVERHEAD VEHICLE EXHAUSTS)</u> |
| 4. <u>WO# 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: Karin Hoover WCO9 Date: 20190716

Signed: [Signature]

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

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VEHICLE EXHAUST REMOVAL

SITE AND BLDG #: PA 171 MECHANIC SIGNATURE: SK DATE: 7/16/19  
 LOCATION/RM #: 9343 ASSET # 8004 START TIME: 8:30 FINISH TIME: 8:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	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.	✓			
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.	✓			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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 belt 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 #: Pa1711

MECHANIC  
SIGNATURE: 

DATE: 7-16-19

LOCATION/RM #: Garage WO# 9388 ASSET # 4074

START TIME: 8:30

FINISH 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.	NA		
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.	NA		
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.	NA		
7	Wire brush and treat with rust inhibitor all rusted areas.	NA		
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.			under floor
9	Vacuum out finned tube area and interior housing.	NA		
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	NA		

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