

PREVENTIVE MAINTENANCE CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

Facility Building Upper Marlboro MD010 Date of Visit: 11/2/18

Contractor Personnel on Site:

1. Patrick Donovan

4.

5.

5.

6.

6.

Work Performed:

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

8 LIST WO# 6352, 6385, 6332 + 6386

6 Freezer, Water Heater, Sump Pump, Air handlers, Chiller,
Dehumidifier, Flood lights, Gas fired Heaters

8

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 11/2/18

Signed

Patrick Donovan

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: Sgt Teshia Contreras Date: 2018/11/02

Signed

Teshia Contreras

E-Mail teshia.s.contreras.mil@mail.mil

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

SITE AND BLDG #: Upper Marlboro MD 20616

MECHANIC SIGNATURE: [Signature]

DATE: 11/2/18

LOCATION/RM #: Blkg 2 WO# 6386 ASSET # 2045

START TIME: 11:35

FINISH TIME: 12:30

DESCRIPTION		STATUS	REMARKS
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 shutdown with operating personnel.	<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"/>	
TO BE PERFORMED BY THE MAINTENANCE PERSONNEL			
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	<input checked="" type="checkbox"/>	Good
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	All good
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	Good
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>	Good
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>	Good
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.	<input checked="" type="checkbox"/>	Good
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	N/A
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	Good
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	all good no leaks

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: