

PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FACID Building: *Rockville MDOA* Date of Visit: *3/18/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

Work Performed:

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

5. LIST WORK:

7652, 7743, 7847, 7656, 7747
6. *Grease trap, Hot Water Pumps, Expansion Tank, Glycol Feeder*
7. *Water Softeners, Infrared Heaters, Door Heater, Unit Heater/A/C,*
8. *Rooftop Package unit, Mini-Split, Vehicle Exhaust, Gas Heaters*

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/18/19*

Signed: *[Signature]*

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: *Ms. Centron Jennifer*

Date: *3/18/19*

Signed: *[Signature]*

E-Mail: *luvmefirst@yahoo.com*

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

SITE AND BLDG #: Kokville MT2021MECHANIC
SIGNATURE: [Signature]DATE: 3/18/19LOCATION/RM #: Widener WO# 7743 ASSET # 2108START TIME: 10:20FINISH TIME: 10:45

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"/>		<u>Maintenance Record Signed + Widener</u>	
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"/>			
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly	<input checked="" type="checkbox"/>		<u>good</u>	
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>		<u>all good</u>	
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>		<u>clean good</u>	
4	Lubricate all moving parts	<input checked="" type="checkbox"/>		<u>clean</u>	
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"/>		<u>clean</u>	
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"/>		<u>all good</u>	
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>		<u>clean</u>	
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>		<u>clean</u>	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>		<u>all good</u>	

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: