

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

FACID/Building: WV 043

Date of Visit: 5/21/19

Contractor Personnel on Site:

1. Tony Goran
2. Jim Beertjes
3. Scott Warr

- 4.
- 5.
- 6.

Work Performed:

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

1. 8646
2. 8788
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: John Craggins  
Signed: John Craggins

Date: 5-21-19

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: SSG Socca, Stan  
Signed: Stan S. Socca Date: 20190521

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: WV 043 ~1LOCATION/RM #: QTB1WO# 8785ASSET # 3314MECHANIC  
SIGNATURE

START TIME:

10:30

DATE:

5/21/19FINISH TIME: 10:45

ITEM/DESCRIPTION	NOTES/COMMENTS	SPECIAL INSTRUCTIONS		NOTES/ACCOMPLISHMENTS (IF BASIC GOALS ARE NOT MET, 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 Schedule outage of unit with personnel in area the unit serves.		<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"/>		
4 If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		<input checked="" type="checkbox"/>		
5 Remove debris from air screen and clean underneath unit.		<input checked="" type="checkbox"/>		
6 Wash coil with coil cleaning solution - Rinse Thoroughly		<input checked="" type="checkbox"/>		
7 Straighten fin tubes with fin comb, as needed.		<input checked="" type="checkbox"/>		
8 Check electrical connections for tightness.		<input checked="" type="checkbox"/>		
9 Check mounting base for tightness.		<input checked="" type="checkbox"/>		
10 Inspect fans for bent blades, unbalance, excessive noise and vibrations		<input checked="" type="checkbox"/>		
11 Inspect all piping for leaks and tighten loose connections.		<input checked="" type="checkbox"/>		
12 Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		<input checked="" type="checkbox"/>		
13 Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		<input checked="" type="checkbox"/>		
14 Inspect unit for overall condition and recommend for replacement or other needed repairs.		<input checked="" type="checkbox"/>		
15 Clean up work area.		<input checked="" type="checkbox"/>		

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *WU 043-a*LOCATION/RM # *OUTS* WO# *878r* ASSET # *3315*MECHANIC  
SIGNATURE: *John M. Miller*DATE: *5/21/18*START TIME: *10:45*FINISH TIME: *11:00*

ITEM #	DESCRIPTION/INSTRUCTIONS	SPECIAL INSTRUCTIONS		NOTES/ACHIEVEMENTS
		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.		✓	
2	Schedule outage of unit with personnel in area the unit serves.		✓	
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.		✓	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		✓	
5	Remove debris from air screen and clean underneath unit.	✓		
6	Wash coil with coil cleaning solution - Rinse Thoroughly			
7	Straighten fin tubes with fin comb, as needed.	✓		
8	Check electrical connections for tightness.	✓		
9	Check mounting base for tightness.	✓		
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
11	Inspect all piping for leaks and tighten loose connections.	✓		
12	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
13	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		
14	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
15	Clean up work area.	✓		

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **WV 043-01**LOCATION/RM #: **CUTS-01**WO# **8781**ASSET # **3316**MECHANIC  
SIGNATURE: DATE: **5/21/19**START TIME: **11:00**FINISH TIME: **11:15**

PROCEDURE	DESCRIPTION	PASSED	NOT PASSED	NO DEFICIENCIES			
				YES	NO	NO DEFICIENCIES AND NO RECOMMENDATIONS PROVIDED BY INSPECTOR	
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 outage of unit with personnel in area the unit serves.	✓	✓				
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.	✓	✓				
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓					
5	Remove debris from air screen and clean underneath unit.	✓					
6	Wash coil with coil cleaning solution - Rinse Thoroughly	✓					
7	Straighten fin tubes with fin comb, as needed.	✓					
8	Check electrical connections for tightness.	✓					
9	Check mounting base for tightness.	✓					
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓					
11	Inspect all piping for leaks and tighten loose connections.	✓					
12	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓					
13	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓					
14	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓					
15	Clean up work area.	✓					

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **WV 043-01**LOCATION/RM #: **OUTDOOR** WO# **8789**ASSET # **3317**MECHANIC  
SIGNATURE: DATE: **5/26/13**START TIME: **11:15**FINISH TIME: **11:30**

ITEM #	DESCRIPTION	PAST COMPLETED	NOTES/ADDITIONAL INFORMATION	
			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	Schedule outage of unit with personnel in area the unit serves.		<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"/>	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		<input checked="" type="checkbox"/>	
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>		
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>		
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>		
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>		
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		
11	Clean up work area.	<input checked="" type="checkbox"/>		

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: WV 043 - a

LOCATION/RM #: 05510 WO# 8785

ASSET # 3318

MECHANIC  
SIGNATURE:

DATE: 5/21/18

START TIME: 11:30

FINISH TIME: 11:45

ITEM # SEQ#	DESCRIPTION	BASIC CHECKLIST	SPECIAL INSTRUCTIONS		NOTES/CHANGES (DETAILED DESCRIPTION OF PROVIDED SERVICES)
			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.		✓		
2	Schedule outage of unit with personnel in area the unit serves.		✓		
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.		✓		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		✓		
TO BE PERFORMED DATE / CH / INSPECTION SERVICE					
1	Remove debris from air screen and clean underneath unit.		✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly		✓		N/A
3	Straighten fin tubes with fin comb, as needed.		✓		N/A
4	Check electrical connections for tightness.		✓		
5	Check mounting base for tightness.		✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		✓		
7	Inspect all piping for leaks and tighten loose connections.		✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		✓		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		✓		
11	Clean up work area.		✓		

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *WV 043 - 01*LOCATION/RM #: *OUTSIDE*WO# *8781*ASSET # *3319*MECHANIC  
SIGNATURE: *Scott P. Bly*DATE: *5/21/19*START TIME: *11:45*FINISH TIME: *12:00*

PROCEDURE/ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS		NO DEFECTS FOUND
		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.	✓	✓	
2	Schedule outage of unit with personnel in area the unit serves.	✓	✓	
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.	✓	✓	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓	✓	
5	Remove debris from air screen and clean underneath unit.	✓	N/A	<i>No Rinse</i>
6	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	N/A	
7	Straighten fin tubes with fin comb, as needed.	✓	N/A	
8	Check electrical connections for tightness.	✓	N/A	
9	Check mounting base for tightness.	✓	N/A	
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	N/A	
11	Inspect all piping for leaks and tighten loose connections.	✓	N/A	
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	N/A	
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	N/A	
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	N/A	
	Clean up work area.	✓	N/A	

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: