

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

FACID/Building: Alexandria      Date of Visit: 6/27/19  
VA002

Contractor Personnel on Site:

1. Patrick Donovan      2. \_\_\_\_\_

**Work Performed:**

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

1. 8863, 8898, 8946, 8899, 8917, 8940  
D-tacs filters, Mini Split filters, Pumps, Exhaust fans, and heaters, AirCurtain,  
Service Calls – Service Call Number and Description      PKing. lot lights.

1. CSS# \_\_\_\_\_
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 6/27/19

Signed: Pat

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: Selina A. Dibella / SGT      Date: 20190627  
Signed: Selina

E-Mail: selina.a.dibella.mil@mail.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
 UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: Alexandria HVAC

MECHANIC SIGNATURE: Barrett

DATE: 6/25/17

LOCATION/RM #: Blg#2 WO# 2899 ASSET # See notes

START TIME: 1:00

FINISH TIME: 2:10

Task	Completed	Notes
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"/>	
1 For gsa/oil heaters:		
1. Remove access panels if applicable.	<input checked="" type="checkbox"/>	
2. Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	
3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>	
2 Clean dirt from heater. vacuuming is preferred.	<input checked="" type="checkbox"/>	
3 Check operation of gas valve.	<input checked="" type="checkbox"/>	
4 Check for gas leaks.	<input checked="" type="checkbox"/>	
5 Check operation of thermostat.	<input checked="" type="checkbox"/>	
6 If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	
7 As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>	
8 Inspect flue pipe and connections.	<input checked="" type="checkbox"/>	
9 If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>	
10 Inspect unit for proper operation.	<input checked="" type="checkbox"/>	
11 Inspect unit for overall condition and recommend for replacement or other needed repairs.	<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:

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