

*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 time line:

CERTIFICATION OF WORK

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

Building: VA099-01 _____

Date of Visit: 11-14-19

Contractor Personnel on Site:

Bill Davis

2. _____

Work Performed:

Preventive Maintenance - (Annual, Quarterly, Monthly, equipment identification, etc.)
Service Orders -

PM/SO	WO #	Asset #	PM #	Asset Description
	10272	2367		J-1502000-08 3-pc Fan Coil
	10272	2371		J-1502000-15 1-pc Mini Split Indoor Unit 3 Ton
	10272	2372		J-1502000-15 2-pc Mini Split 2 Ton
	10272	2373		J-1502000-15 1-pc Mini Split 3.5 Ton
	10272	2374		J-1502000-15 1-pc Mini Split 1.5 Ton
	10272	2375		J-1502000-15 1-pc Mini Split 2 Ton
	10272	2376		J-1502000-15 1-pc Mini Split 1.5 Ton
	10288	1465		J-1502000-49 1-pc Automatic Gate 2013 Sgl Gate,Auto,Cantilever Road to motor pool
	10318	1672		J-1502000-12 2-pc Chill Water Pump 132GPM,75ft
	10318	1673		J-1502000-12 2-pc Hot Water Pump 55GPM,45ft
	10554	2366/2368		J-1502000-08 14-pc Unit Heater, Hot Water

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Bill Davis

Date: 11-14-19

Signed: 

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 time line:

Print Name/Rank: Nesmith, Rielva SSG Date: 2019/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: VA099-01

MECHANIC
SIGNATURE:

DATE: 11-14-19

LOCATION/RM #:

START TIME: 9AM

FINISH TIME: 4PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	10554	2366					J-1502000-08 14-pc Unit Heater, Hot Water	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO	SPECIAL INSTRUCTIONS		
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 shutdown with operating personnel.	✓	/			
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.	✓				
TO BE PERFORMED AT EACH INSPECTION SERVICE						
1	Check valve for full stroke operation in both directions, if applicable.	✓				
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓				
3	Clean the coil with vacuum cleaner.	✓				
4	Comb the fins as needed.	✓				
5	Clean all fans and motors.	✓				
6	Check operation of controls and safeties.	✓				

7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input 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: General Maintenance Worker **Additional Notes:**

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: VA099-01

MECHANIC
 SIGNATURE: 

DATE: 12-10-19

LOCATION/RM #:

START TIME: 7AM

FINISH TIME: 4PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	10554	2368					J-1502000-08 1-pc Unit Heater, Electric	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	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	Check heater coils and associated piping for leaks or corrosion.	✓		
2	Clean heating coil. Brush vacuum where accessible.	✓		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓		
6	Verify proper control by modulating the thermostat through complete cycle.	✓		
7	Inspect unit for proper operation.	✓		

8	Inspect unit for overall condition and recommend for replacement or other needed repairs.			
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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:**