CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: PA168 Date of Visit: 9/11/19

Contractor Personnel on Site:

1. Bill Davis
2. _____
3. _____
4. _____

Work Performed:

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

1. 10748MO, 10804QT, 10902SA, 10876QT
2. LIGHTING, GATE, CIRCULATING PUMP, PTAC, DDC CONTROLLER
3. VEHICLE EXHAUST
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Bill Davis Date: 9/11/19

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 timeline:

Print Name/Rank: Alexander Beatty Date: 9/11/19

Signed: _____

E-Mail: alexander.j.beatty2.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: PA168-01

MECHANIC SIGNATURE: [signature] **DATE:** 9-11-19

LOCATION/RM #: **WO#** 10748 **ASSET #** 7458
10902 7405

START TIME: 6AM **FINISH TIME:** 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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 and coordinate work 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	Open and tag switch.	✓		
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓		
3	Check for proper light operation.	✓		
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓		
5	Inspect light pole and mounting devices for deficiencies.	✓		
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓		

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 discription of the deficiency.
To be perfomed by: General Maintenance Worker
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG #: PA168-01

MECHANIC SIGNATURE: [signature] **DATE:** 9-11-19

LOCATION/RM #: **WO#** 10902 **ASSET #** 4665

START TIME: 6AM **FINISH TIME:** 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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, as needed.	✓		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Clean the filter with a vacuum or running water.	✓		
2	Clean or replace the vent screen. Note: if the PTAC unit is operated with the vent door closed, the vent screen does not need to be cleaned.	✓		
3	Remove the front grille and clean it with a dampened cloth.	✓		
4	Inspect the control panel door and plug. Repair deficiencies.	✓		
5	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	✓		
6	Check that condensate drains properly. Remove any debris/blockages.	✓		
7	Clean condenser coils with proper coil cleaner.		✓	CONDENSER CLEAN
8	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.		✓	NO ROOM IN PAN TO PLACE PILL / SPRAYED BACTERIA INHIBITOR ON EVAP COIL
9	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	✓		
10	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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: PA168-01

MECHANIC SIGNATURE: [signature]

DATE: 9-11-19

LOCATION/RM #:

WO# 10902

ASSET # 5272

START TIME: 6AM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	✓		
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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	✓		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓		D.D.C. & V.F.D. FOR AHU #1 ARE NOT COMMUNICATING. PICTURE ATTACHED.
3	Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit.	✓		
4	Check electrical power connections including incoming line voltage.	✓		
5	Check all fuses for evidence of heating or weakening.	✓		
6	Check inputs and outputs on DDC/PLC check input and outputwireing connections for tightness very carefully.	✓		
7	If applicable, check relays for burnt contact points.	✓		
8	Check all point labels are correct and up to date, if applicable.	✓		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	✓		

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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes: FOUND COMUNICATION ERROR WITH AHU #1 REBOOTED CONTROLLER TWICE. LASTED 30 MIN. & NEEDED ATHER REBOOT. WHILE PREFORMING PM, FOUND ERG. WHEEL COMING APART. ALSO FOUND PROBLEM WITH AHU #1 DUCT PRESURE SET POINT IS 1.5" WG. DUCT PRESSURE IS 3.67 WG AT THIS TIME.