CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY039 Date of Visit: 12/8/20

Contractor Personnel on Site:

1. Patrick Brown
2. _____
3. _____
4. _____

Work Performed:

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

1. WO's 10720PFQ,10799-10800PMFQT, 10831-10832PMMO
2. 11032-11037PMSA, 11042PMM
3. 11049PMQ, 11063PMS, 10866PMQT, 11038PMSA, 11064-11065PMS
4. FILTERS, LIGHTING, HEATERS,GATES, SUMP PUMP, WALL PACKS,
5. EXHAUST SYSTEM

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12/8/20

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: SGT STORMS Date:12/8/20

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT

SITE AND BLDG #: NY039-01

MECHANIC SIGNATURE: [signature] **DATE:** 12/8/20

LOCATION/RM #: **WO#** 11035 **ASSET #** 9896

START TIME: 9:30am **FINISH TIME:** 10am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	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	Check fan blades for dust buildup and clean if necessary.	✓		fan blades are good
2	Check fan blades and moving parts for cracks and excessive wear.	✓		no excessive wear
3	Tighten all electrical connectors to proper torque asneeded.	✓		electrical connections are tight
4	Check that the fan runs properly in all speeds as applicable.	✓		fan functions properly in all speeds
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		dampers are good
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	✓		no signs of leaks
9	Clean coils by brushing, blowing, vacuuming	✓		coils are clean
10	Check coils for leaking, tightness of fittings.	✓		no leaks found fittings are tight
11	Use fin comb to straighten coil fins as needed.	✓		fins are straight
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		no belts direct drive
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		assemblies are tight
14	Vacuum interior of unit.	✓		units are clean
15	Check filter door for proper gasketing and air leaks. Correct as needed.	✓		filter door is good
16	Change the filter as needed with the correct size and type filter.	✓		Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.- Install condensate tablet	✓		
18	Clean up work area. - Record Humidity level in area	✓		Humidity 56% %

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: