

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: \_\_\_\_\_ Date of Visit: 11/26/19

Contractor Personnel on Site:

1. _____	3. _____
2. _____	4. _____

**Work Performed:**

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

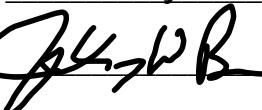
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 11/26/19

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: Danielle Barrett Date: 11/26/19

Signed: 

E-Mail: \_\_\_\_\_

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

SITE AND BLDG #: **DE007-02**MECHANIC  
SIGNATURE: DATE: **11/26/19**

<b>LOCATION/RM #:</b>	<b>WO# 11165</b>	<b>ASSET # 1780</b>
		<b>1781</b>

<b>START TIME:</b>	<b>0900</b>	<b>FINISH TIME:</b>	<b>1630</b>
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CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule outage of unit with personnel in area the unit serves.			
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.			
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.			
2	Wash coil with coil cleaning solution - Rinse Thoroughly			
3	Straighten fin tubes with fin comb, as needed.			
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 and Humidity			Room temp _____ Room Humidity _____ %
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**  
**FURNACE**

ACTIVITY AND BLDG #: **DE007-02**

**DE007 B-2**  
**LOCATION/RM #:** **WO# 11165**   **ASSET # 1782**  
**1783**

MECHANIC  
 SIGNATURE: 

DATE: **11/29/19**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Replace air filter if applicable			
2	Check the fire box liner or refractory for cracks and leaks.			
3	Check smoke stack for obstructions, leaks, etc.			
5	Clean all fans and motors.			
6	Check operation of controls and safeties.			
7	Lubricate as required.			
8	Check and clean plenum (clean cooling coils and check for leaks, if			
9	Check all motors, belts, pulleys, shafts, etc. for alignment.			
10	Report any rust issues and open a CM ticket			
11	Remove lock outs and tags. Restore fuel and power supply.			

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:**