

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA049 Date of Visit: 11.10.2020

Contractor Personnel on Site:

1. <u>RICHARD WALKER</u>	3. _____
2. _____	4. _____

### **Work Performed:**

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

1. WO'S 12921FQ,1295PFQ,13006QT,13029SA,13039SA,13063PMF,13076PMQ
2. 13107PMS,13030SA,13031SA,13077PMQ,13007QT,13032SA,13066M,13078PMQ
3. FILTERS, KITCHEN EQUIP,HEATRES, AIRHANDLERS, CONDENSING UNITS,
4. CHILLER,LIGHTING,OUTDOOR AIR UNITS
5. \_\_\_\_\_

---

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 11.10.2020

Signed: Richard Walker

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: Chris Chipp Date: 11.10.2020

Signed: Chris Chipp

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: **VA049-03**LOCATION/RM #: **Office** WO# **11182** ASSET # **2334**  
**2335**MECHANIC  
SIGNATURE: *Richard Walker*DATE: **11.10.2020**START TIME: **10am** FINISH TIME: **7pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel.	✓		
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	✓	/	
2	Tighten all electrical connections and measure voltage and current on motors.	✓	/	
3	Check filters and clean or replace as necessary.	✓	/	
4	Lubricate all moving parts.	✓	/	
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	✓		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓		
7	Clean evaporator and condenser air conditioning coils.	✓		
8	Clean and adjust blower components to provide proper system airflow.	✓		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		

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:**