

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

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

(1) MINI SPLIT ALSO FOUND

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

~~MAKE UP AIR UNIT - HEATING/COOLING~~  
RADIANT TUBE HEATER

MECHANIC  
SIGNATURE:

*[Signature]*

DATE: 11-21-19

START TIME:

7 AM

FINISH TIME:

4 PM

SITE AND BLDG #: VA049-04

LOCATION/RM #:                      WO# 11183    ASSET # 2337  
2338

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating systemis operating correctly.		✓	THESE ARE OUT OF SERVICE TUBES BURNT OUT INOPERABLE.
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.		✓	

THESE ARE OUT OF SERVICE  
TUBES BURNED  
INOPERABLE

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:

THESE ARE RADIANT TUBE HTAS