

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: DE007 Date of Visit: 2/6/20

Contractor Personnel on Site:

1. <u>John Brown</u>	3. _____
2. _____	4. _____

**Work Performed:**

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

1. WO'S 11587FQ, 11636MO, 11649QT, 11670SA, 11679PMA, 11689PMF,
2. 11588FQ, 11637MO, 11650QT
3. FILTERS, OUTSIDE LIGHTING, KITCHEN EQUIP, WATER HEATERS,
4. TIME CLOCK LIGHTINGVAV, ERV, MAKE UP AIR UNIT, GATE
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 2/6/20

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: Danielle Barrett Date: 2/6/20

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAV BOX**

SITE AND BLDG #: **DE007-01**MECHANIC  
SIGNATURE:DATE: **2/6/20**LOCATION/RM #: **WO# 11670 ASSET # 1758**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	If EMS system permits, check that the operating controls activate damper per design specifications.-	✓	✓	Record CFM AIR FLOW _____
2	If required, check damper linkage for tightness and lightly lubricate.	✓	✓	
3	If required, inspect dampers for free movement.	✓	✓	
4	If required, inspect actuators for tightness to mounting brackets.	✓	✓	
5	As needed, tighten electrical connections to servo motor.	✓	✓	
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	✓	

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:**