

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD003 Date of Visit: 3/11/20

Contractor Personnel on Site:

- |                      |            |
|----------------------|------------|
| 1. <u>JOHN BROWN</u> | 3. <u></u> |
| 2. <u></u>           | 4. <u></u> |

**Work Performed:**

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

1. WO'S 11809FQ, 11852QT, 11872SA, 11892SA, 11940PMS, 11863PMQ,
2. 11882PMSA, 1189PMSA, 11941PMS
3. FILTERS, GREASE TRAP, CIRCULATING PUPMS, EXPANSION TANK,
4. HEATERS, RTP, MINI SPLIT, DDC CONTROLLER ,BAS CONTROLER, WALL PACK
5.

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 3/11/20

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: Roderick Daniels Date: 3/11/20

Signed: 

E-Mail:

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, ELECTRIC

MECHANIC  
SIGNATURE

0900

DATE: 3/11/20

**START TIME:** 0900

**FINISH TIME:** 1630

**SITE AND BLDG #:** MD003-01

|                |           |              |
|----------------|-----------|--------------|
| LOCATION/RM #: | WO# 11852 | ASSET # 1892 |
|                | 11872     | 1891         |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                                                                               | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                                                                                      | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                                                                                      |               |    |                                                                         |
| 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.                                                                                          |               |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                                                      |               |    |                                                                         |
| 1                                          | Check heater coils and assoicated piping for leaks or corrision.                                                                                                                                                                                     |               |    |                                                                         |
| 2                                          | Clean heating coil. Brush vaccum where accessible.                                                                                                                                                                                                   |               |    |                                                                         |
| 3                                          | Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections. |               |    |                                                                         |
| 4                                          | Inspect fan for bent blades, unbalance, excessive noise and vibration.                                                                                                                                                                               |               |    |                                                                         |
| 5                                          | Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.                                                                                                                                                             |               |    |                                                                         |
| 6                                          | Verify proper control by modulating the thermostat through complete cycle.                                                                                                                                                                           |               |    |                                                                         |
| 7                                          | Inspect unit for proper operation.and associated T-Stat                                                                                                                                                                                              |               |    |                                                                         |
| 8                                          | 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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### UNIT HEATER, HOT WATER

SITE AND BLDG #: **MD003-01**

MECHANIC

SIGNATURE: DATE: **3/11/20**LOCATION/RM #: **WO# 11872 ASSET # 1889**  
**1890**START TIME: **0900**FINISH TIME: **1630**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 valve for signs of abnormal wear and leaks. Replace packing if needed.                                                                                |               |    |                                                                         |
| 2                                          | Clean the coils                                                                                                                                             |               |    |                                                                         |
| 3                                          | Comb the fins as needed.                                                                                                                                    |               |    |                                                                         |
| 4                                          | Clean all fans and motors.                                                                                                                                  |               |    |                                                                         |
| 5                                          | Check operation of controls and safeties.                                                                                                                   |               |    |                                                                         |
| 6                                          | Lubricate as required.                                                                                                                                      |               |    |                                                                         |
| 7                                          | Check all motors, belts, pulleys, shafts, etc. for alignment.                                                                                               |               |    |                                                                         |

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To be performed by: General Maintenance Worker

**Additional Notes:**