

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: DE001 Date of Visit: 3/2/20

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 11802FQ, 11835MO, 11885SA, 11913MF, 11924Q, 11931S, 11803FQ
2. 11886SA, 11914F, 11932S
3. FILTERS, CHEMICAL POT FEEDER, EXPANSION TANKS, MINI SPLITS, WALL PACKS,
4.
5.

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 3/2/20

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: SFC Jose Mojica Date: 3/2/20

Signed: 

E-Mail:

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: **DE001-002**MECHANIC  
SIGNATURE:DATE: **3/2/20**LOCATION/RM #:                      WO# **11886**                      ASSET # **1703**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.			
2	Check all electrical connections			
3	Check that the fan runs properly in all speeds as applicable.			
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.			
5	Check filter door for proper gasketing and air leaks. Correct as needed.			
6	Change or Clean filter as needed. Filters get checked quarterly.			
7	Ensure condensate pump is working properly and that the drain lines are clear.			
8	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: General Maintenance Worker

**Additional Notes:**