

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD024 Date of Visit: 3/16/20

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'S11814FQ, 11841MO, 11898SA, 11829AN, 11815FQ, 11899SA
2. FILTERS, GATES, MINI SPLITS, LIGHTING, LIGHTENING ROD, PTAC
3.
4.
5.

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 3/16/20

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: SSG Richard Gaytan Date: 3/16/20

Signed: 

E-Mail:

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** PTAC

**SITE AND BLDG #:** MD024-04

**MECHANIC  
SIGNATURE:**



**DATE:** 3/16/20

**LOCATION/RM #:**                      **WO#** 11899                      **ASSET #** 2170  
2171

**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	Schedule shutdown with operating personnel, as needed.			
2	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	Clean the filter with a vacuum or running water. Inspect filter quarterly, replace/clean as needed			
2	Remove the front grille and clean it with a dampened cloth.			
3	Inspect the control panel door and plug. Repair deficiencies.			
4	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.			
5	Check that condensate drains properly. Remove any debris/blockages.			
6	Clean condenser coils with proper coil cleaner.			
7	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.			
8	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted			
9	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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**