

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY051 Date of Visit: 3/8/21 , 3/10/21

Contractor Personnel on Site:

1. Patrick Brown 3. _____
2. _____ 4. _____

Work Performed:

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

1. WO#'S , 11929 - 11932 , 12008 , 12009 , 12067 , 12068
2. - 12071 , 12215 , 12234 , 12036
3. ASSET#'S , 10035 , 10036 , 10066 , 10069 , 10046 ,
4. 190917-294 , 299 , 278 , 10073 , 10077 , 10080 ,
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/10/21

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 PATRIC HANLON Date: 3/10/21

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: NY051 BLDG2

BLDG2
LOCATION/RM #:

WO#11931 ASSET # 10073

MECHANIC
SIGNATURE: 

DATE: 3/10/21

START TIME: 8am

FINISH TIME: 9:30am

| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check thermostat settings to ensure the cooling and heating systems are operating correctly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | thermostat functions properly |
| 2 | Tighten all electrical connections and measure voltage and current on motors. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | electrical connections are tight |
| 3 | Check filters and clean or replace as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | filters were replaced |
| 4 | Lubricate all moving parts. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | used white lithium grease |
| 5 | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | drain is clear |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | system functions properly |
| 7 | Clean evaporator and condenser air conditioning coils. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | coils are clean |
| 8 | Clean and adjust blower components to provide proper system airflow. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | components are clean |
| 9 | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | gas pressure is correct |

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: