

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY039 Date of Visit: 3/10/21, 3/15/21

Contractor Personnel on Site:

- | | |
|-------------------------|------------|
| 1. <u>Patrick Brown</u> | 3. <u></u> |
| 2. <u></u> | 4. <u></u> |

Work Performed:

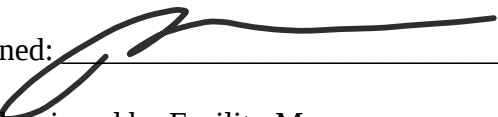
Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO#'S, 11920, 11999, 12000, 12031, 12032, 12206,
2. 12214, 12221, 12233, 12233, 12066
3. ASSET#'S, 190917-248, 9891, 9896, 9932, 9935, 9891,
4. 190917-, 269, 264, 248, 249, 9943
5.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/15/21

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: SSGT JAMES KELLEY Date: 3/15/21

Signed: 

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT

SITE AND BLDG #: NY039 BLDG1

MECHANIC
SIGNATURE: 

DATE: 3/10/21

LOCATION/RM #: BLDG1 WO# 12000 ASSET # 9896

START TIME: 9:30 am

FINISH TIME: 10am

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.	☒	☐	fan blades are clean
2	Check fan blades and moving parts for cracks and excessive wear.	☒	☐	no cracks found no excessive wear
3	Tighten all electrical connectors to proper torque asneeded.	☒	☐	electrical connections are tight
4	Check that the fan runs properly in all speeds as applicable.	☒	☐	fan runs properly in all settings
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	☒	☐	all are good
7	Lubricate mechanical connections of dampers sparingly as applicable.	☒	☐	used white lithium grease
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	☒	☐	no signs of leaks
9	Clean coils by brushing, blowing, vacuuming	☒	☐	coils are clean
10	Check coils for leaking, tightness of fittings.	☒	☐	no leaks found fittings are tight
11	Use fin comb to straighten coil fins as needed.	☒	☐	finns are straight
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	☒	☐	no belts
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	☒	☐	direct drives assemblies are tight
14	Vacuum interior of unit.	☒	☐	Interiors of units are clean
15	Check filter door for proper gasketing and air leaks. Correct as needed.	☒	☐	no air leaks found
16	Change the filter as needed with the correct size and type filter.	☒	☐	Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.- Install condensate tablet	☒	☐	drains are clear
18	Clean up work area. - Record Humidity level in area	☒	☐	Humidity %

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: