

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD003 Date of Visit: 9/17/20

Contractor Personnel on Site:

1. <u>JOHN BROWN</u>	3. _____
2. _____	4. _____

Work Performed:

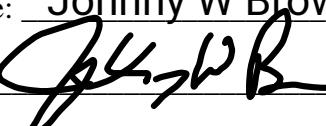
Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO'S 12626FQ,12658PMQ,12698SA,12743PMS,12669QT,12688SA,12699SA
2. 12744PMS
3. RTP, GREASE TRAP, CIRCULATING PUMPS, MINI SPLITS, HVAC CONTROL PANEL
4. BAS,HEATERS WALL PACKS
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 9/17/20

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: SGT Nicholas Cruz Date: 9/17/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

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

DATE:

9/17/20

LOCATION/RM #: **WO# 12698 ASSET # 1893**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	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	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	/		
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan	/		
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.	/		
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	/		
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.	/		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	/		
8	Check belt tension and condition. Adjust or replace as required.	/		
9	Replace pre-filters Quarterly, Final Filters Annually	/		
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.	/		
12	Check and adjust vibration eliminator mountings if equipped.	/		
13	If applicable, clean and test condensate pump and alarm.	/		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE: DATE: **9/17/20**LOCATION/RM #: **WO# 12698 ASSET # 1894**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.		/	could not access room. No one knew the code to the door
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.		/	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE: DATE: **9/17/20**LOCATION/RM #: **WO# 12698 ASSET # 1895**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	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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	/	\	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	/	\	
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	/	\	
4	Check all fuses for evidence of heating or weakening.	/	\	
5	Check system for alarms	/	\	
6	Check all plug connections in the panel to ensure the plugs are fully seated.	/	\	

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To be performed by: HVAC Technician

Additional Notes: