

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD024 Date of Visit: 9/22/20

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 12631FQ, 12647MO, 12704SA
2. FILTERS, GATES, MINI SPLITS, LIGHTING
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 9/22/20

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: 9/22/20

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: MD024 B-1

MECHANIC  
SIGNATURE:

DATE: 9/22/20

LOCATION/RM #: WO# 12704 ASSET #2157-2160 START TIME: 0900 FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	/	/	
2	Schedule outage of unit with personnel in area the unit serves.	/	/	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/	/	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	/	/	
2	Wash coil with coil cleaning solution - Rinse Thoroughly	/	/	
3	Straighten fin tubes with fin comb, as needed.	/	/	
4	Check electrical connections for tightness.	/	/	
5	Check mounting base for tightness.	/	/	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/	/	
7	Inspect all piping for leaks and tighten loose connections.	/	/	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/	/	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/	/	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/	/	
11	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: HVAC Technician

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

SITE AND BLDG #: **MD024-01**MECHANIC  
SIGNATURE: DATE: **9/22/20**LOCATION/RM #: **WO# 12704 ASSET # 2161**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule and coordinate work with operating personnel.	/	\	
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.	/	\	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Inspect lighting contactor for pitting or arcing - report issues	/	\	
2	Inspect visual condition of wiring. Look for evidence of overheating.	/	\	
3	Check for proper light operation.	/	\	
4	Test operation of automatic switches/ time clock/ photocells if applicable.	/	\	
5	Inspect light pole and mounting devices for deficiencies.	/	\	
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	/	\	

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:**