

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY039 Date of Visit: 6/25/21

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, 13061 , 13062 , 13262-13268 , 12881 ,  
2. 13029 , 13030 , 13272 , 13282 , 13289 , 13303 ,  
3. 13096 , 13304 , 13305 ,  
4. ASSET#'S, 9891 , 9896 , 9932 , 9935 , 9893-9897 ,  
5. 9931 , 9943 , 9939 , 190917-, 248 , 245 , 269 , 264 ,  
267 , 270 , 274 , 275

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 6/25/21

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 maniewski Date: 6/25/21

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: **NY039**MECHANIC  
SIGNATURE:DATE: **6/25/21**LOCATION/RM #: **1115** WO# **12881** ASSET #**190917-248**START TIME: **7:30am**FINISH TIME: **8am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<b>TO BE PERFORMED AT E/CH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	✓		fan blades are clean
2	Check all electrical connections	✓		electrical connections are good
3	Check that the fan runs properly in all speeds as applicable.	✓		fan functions properly in all speeds
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	✓		all are clean
5	Check filter door for proper gasketing and air leaks. Correct as needed.	✓		No air leaks
6	Change or Clean filter as needed. Filters get checked quarterly.	✓		filters are good
7	Ensure condensate pump is working properly and that the drain lines are clear.	✓		drain lines are clear
8	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: General Maintenance Worker

**Additional Notes:**