

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA049 Date of Visit: 11.10.2020

Contractor Personnel on Site:

| | |
|--------------------------|----------|
| 1. <u>RICHARD WALKER</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. WO'S 12921FQ,1295PFQ,13006QT,13029SA,13039SA,13063PMF,13076PMQ
2. 13107PMS,13030SA,13031SA,13077PMQ,13007QT,13032SA,13066M,13078PMQ
3. FILTERS, KITCHEN EQUIP,HEATRES, AIRHANDLERS, CONDENSING UNITS,
4. CHILLER,LIGHTING,OUTDOOR AIR UNITS
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 11.10.2020

Signed: Richard Walker

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: Chris Chipp Date: 11.10.2020

Signed: Chris Chipp

E-Mail: _____

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

SITE AND BLDG #: VA049-02 **MECHANIC SIGNATURE:** *Richard Walker* **DATE:** 11.10.2020

LOCATION/RM #: *Behind Bldg. / office Gym* **WO#** 13030 **ASSET #** 2328 - 2331 **START TIME:** 10am **FINISH TIME:** 6p

| 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. | ✓ | - | |
| 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. | ✓ | - | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check thermostat settings to ensure the cooling and heating systems are operating correctly. | ✓ | - | |
| 2 | Tighten all electrical connections and measure voltage and current on motors. | ✓ | - | |
| 3 | Check filters and clean or replace as necessary. | ✓ | - | <i>Washable filters</i> |
| 4 | Lubricate all moving parts. | ✓ | - | |
| 5 | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode). | ✓ | - | |
| 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. | ✓ | - | |
| 7 | Clean evaporator and condenser air conditioning coils. | ✓ | - | |
| 8 | Clean and adjust blower components to provide proper system airflow. | ✓ | - | |
| 9 | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger. | ✓ | - | |

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: