

**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. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

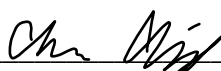
Print Name: Richard Walker Date: 11.10.2020

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: Chris Chipps Date: 11.10.2020

Signed: 

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: **VA049-04**MECHANIC SIGNATURE: Richard Walker DATE: 11.10.2020LOCATION/RM #: Behind Bldg WO# **13032** ASSET # **2337**  
**2338**START TIME: 10am FINISH TIME: 6pm

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

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:**