

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA048 Date of Visit: 11.04.2020

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 12950FQ, 12971AN,12983MO,13005QT,13028SA,13037SA,13073Q,
2. 13038SA,13065M,13074Q,13075Q
3. FILTERS,GATES,ICE MAKER,AIR HANDLERS,CONDENSING UNITS,
4. LIGHTING,HEATERS,
5. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 11.04.2020

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: \_\_\_\_\_ Date: 11.04.2020

Signed: \_\_\_\_\_

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

**ACTIVITY AND BLDG #:** VA048-02

**MECHANIC**  
**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION/RM #:** WO# 13074    **ASSET #** 3Y248

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Inspect for structural defects, note needed repairs   |               |    |   |
| 2   | Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket |               |    |   |
| 3   | Clean exterior with dry cloth.  |               |    |   |
| 4   | For Exit lights check for proper arrow direction.   |               |    |   |
| 5   | Make and/or recommend any needed repairs.   |               |    |   |

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOMESTIC HOT WATER HEATER - ELECTRIC**

**SITE AND BLDG #:** VA048-02

**LOCATION/RM #:** WO# 13074    **ASSET #** 3Y416

**MECHANIC**  
**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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.                                      |               |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 1   | Attach drain hose. Drain several gallons from tank to remove sediment.   |               |    |   |
| 2   | Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge. |               |    |   |
| 3   | Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.  |               |    |   |
| 4   | Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum value required for all uses.  |               |    |   |
| 5   | Check amperage draw of upper and lower elements and compare to name plate data.  |               |    | AMP READINGS    L1 _____    L2 _____                                    |
| 6   | Clean up work area and remove trash.   |               |    |   |

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:**