

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: DE007 Date of Visit: 11/20/20

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'S12935FQ,12977MO,12990QT,13013SA,13060PMF,13084Q,13099PMS
2. 12936FQ,12978MO,12991QT,13014SA
3. FILTERS, LIGHTING,KITCHEN EQUIP,HEATERS, AIR HANDLERS, VFD,
4. CONDENSING UNITS, CHILLER, DEHUMIDIFIER, ERV'S, MAKE UP UNIT
5. HEAT PUMPS

CERTIFICATION OF WORK

To be signed by the Contractor:

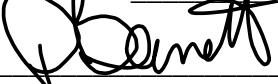
Print Name: Johnny W Brown Date: 11/20/20

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: Danielle Barrett Date: 11/20/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **DE007-01**MECHANIC
SIGNATURE: DATE: **11/20/20**LOCATION/RM #: **WO# 13099 ASSET # 190918-136**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check all moving components for proper lubrication. Apply lubrication where required.			
2	Check dampers to ensure they open and close properly.			
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.			tightened 1 belt and replaced 1 belt
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.			
5	Check, clean, and/or replace both internal and external filters as necessary.			

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
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: **DE007-01**MECHANIC
SIGNATURE: DATE: **11/20/20**LOCATION/RM #: **WO# 13099 ASSET # 190918-137**START TIME: **0900** FINISH TIME: **1630**

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.	/	/	
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: