

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA048 Date of Visit: 2 26 2021

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. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 2 26 2021

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: Scott Grenier Date: 2 26 2021

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: VA048-01, VA048-02
 LOCATION/RM #: Bldg 1 - Hallways, US office 13195, 13205 2297-2300
Bldg 2 - Armory 13206 34267, 34268
Classic shop office WO# ASSET # 34272, 34274

MECHANIC SIGNATURE: Richard Walker DATE: 16.2021
 START TIME: 9am FINISH TIME: 5pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check all electrical connections	✓		
3	Check that the fan runs properly in all speeds as applicable.	✓		
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	✓		
5	Check filter door for proper gasketing and air leaks. Correct as needed.	✓		
6	Change or Clean filter as needed. Filters get checked quarterly.	✓		Washed all filters
7	Ensure condense pump is working properly and that the drain lines are clear.	✓		Blew clean w/gallo gun, and CO2
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG #: VA048-01/02

MECHANIC

SIGNATURE: Richard WalkerDATE: 1.6.2021
 LOCATION/RM #: Bldg 2- Break Room
Bldg 1- Offices, class-rooms
WO# 13195,
13206ASSET # 2294, 2295
39299START TIME: 9amFINISH TIME: 5pm

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, as needed.	✓	✓	
2	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.	✓	✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean the filter with a vacuum or running water. Inspect filter quarterly, replace/clean as needed	✓	✓	
2	Remove the front grille and clean it with a dampened cloth.	✓	✓	
3	Inspect the control panel door and plug. Repair deficiencies.	✓	✓	
4	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	✓	✓	
5	Check that condensate drains properly. Remove any debris/blockages.	✓	✓	
6	Clean condenser coils with proper coil cleaner.	✓	✓	
7	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	✓	✓	
8	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	✓	✓	
9	Clean up work area.	✓	✓	

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To be performed by: General Maintenance Worker

Additional Notes:

Note Mens Room 1st floor, Ptac, Board sticks,
But works.