

**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

### 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<br>(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.                                                                                                                                                    | ✓             | ✓  |                                                                         |

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:

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DUCTLESS MINI SPLIT

SITE AND BLDG #: VA048-01, VA048-02  
 Bldg 1 - Hallways, US office 13195, 13205 2217-2300  
 Bldg 2 - Armory 34267, 34268  
 LOCATION/RM #: Classic shop office WO# 13206 ASSET # 33272, 33274  
 3Y273

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

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                                                                                                                                    | ✓             |    |                                                                         |

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To be performed by: General Maintenance Worker

**Additional Notes:**