CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY039 Date of Visit: 6/25/21

Contractor Personnel on Site:

1. PATRICK BROWN
2. _____
3. _____
4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO#'S, 13061 , 13062 , 13262-13268 , 12881 ,
2. 13029 , 13030 , 13272 , 13282 , 13289 , 13303 ,
3. 13096 , 13304 , 13305 ,
4. ASSET#'S, 9891 , 9896 , 9932 , 9935 , 9893-9897 ,
5. 9931 , 9943 , 9939 , 190917-, 248 , 245 , 269 , 264 , 267 , 270 , 274 , 275

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 6/25/21

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: SSGT maniewski Date: 6/25/21

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT

SITE AND BLDG #: NY039 BLDG1

MECHANIC SIGNATURE:

DATE: 6/25/21

LOCATION/RM #: BLDG1 **WO#** 13030 13265 **ASSET #** 9896

START TIME: 8:30am **FINISH TIME:** 9am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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.	✓		fan blades are clean
2	Check fan blades and moving parts for cracks and excessive wear.	✓		no cracks found no excessive wear
3	Tighten all electrical connectors to proper torque asneeded.	✓		electrical connections are tight
4	Check that the fan runs properly in all speeds as applicable.	✓		fan runs properly in all settings
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		all are good
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		used white lithium grease
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	✓		no signs of leaks
9	Clean coils by brushing, blowing, vacuuming	✓		coils are clean
10	Check coils for leaking, tightness of fittings.	✓		no leaks found fittings are tight
11	Use fin comb to straighten coil fins as needed.	✓		fins are straight
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		✓	no belts
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		direct drives assemblies are tight
14	Vacuum interior of unit.	✓		Interiors of units are clean
15	Check filter door for proper gasketing and air leaks. Correct as needed.	✓		no air leaks found
16	Change the filter as needed with the correct size and type filter.	✓		Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.- Install condensate tablet	✓		drains are clear
18	Clean up work area. - Record Humidity level in area	✓		Humidity _____%

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 perfomed by: General Maintenance Worker

Additional Notes: