

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: DE007 Date of Visit: 02/26/21

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. <u>PM MAINTENANCE</u>	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 02/26/21

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: Danielle Barrett Date: 02/26/21

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAV BOX**

**SITE AND BLDG #:** DE007 B-1

**LOCATION/RM #:** WO# 13542 ASSET # 1758

**MECHANIC  
SIGNATURE:**

**DATE:** 02/26/21

**START TIME:** 0900

**FINISH TIME:** 1630

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
<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	If EMS system permits, check that the operating controls activate damper per design specifications.-	/	/	Record CFM AIR FLOW _____
2	If required, check damper linkage for tightness and lightly lubricate.	/	/	
3	If required, inspect dampers for free movement.	/	/	
4	If required, inspect actuators for tightness to mounting brackets.	/	/	
5	As needed, tighten electrical connections to servo motor.	/	/	
6	Inspect unit for overall condition and recommend for replacement or other 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: HVAC Technician

**Additional Notes:**