

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA011 Date of Visit: 222 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:

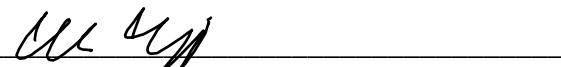
Print Name: Richard Walker Date: 2.22.2021

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: Chris Chapp Date: 2 22 . 2021

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: VA011-01
 LOCATION/RM #: Throughout Bldg WO# 13568 ASSET #

MECHANIC SIGNATURE: Richard Walker DATE: 2/17/2021
 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	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check contactors for compressors and fan.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
6	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request	✓		
8	Clean coils by brushing, blowing, vacuuming	✓		
9	Use fin comb to straighten coil fins as needed.	✓		
10	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		
11	Vacuum interior of unit.-Wipe down exterior of unit	✓		
12	Change the filter as needed with the correct size and type filter. Minimum annual Replacement.	✓		
13	Insure that drain(s) are clear and running.-Install condensate tablet	✓		
14	Clean up work area. - Record Humidity level in building	✓		Humidity <u>43</u> %
15	Sign and date yellow maintenance tag.	✓		

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:

190918-221 - 190918-229

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: VA011-01

**MECHANIC
SIGNATURE:** *Rick Walker*

DATE: 2.17.2021

LOCATION/RM #: *Throughout Bldg* **WO#** 13569 **ASSET #** 190918-231

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	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.	✓		
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:

washable filters in JFM

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: VA011-01

**MECHANIC
SIGNATURE:** *Richard Walker*

DATE: 2.22.2021

LOCATION/RM #: *Through ceiling* WO# 13569

START TIME: 9 am **FINISH TIME:** 5 pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO			
TO BE PERFORMED AT EACH INSPECTION SERVICE						
1	Check, clean, and/or replace filters as required.	✓	/			
2	Initial and Date Filter (if disposable)	✓	/			
3	Initial and Date Yellow Maintenance Tag (if applicable)	✓	/			
ASSET #	SIZE	QTY	NOTES/ ACTIONS			
Record Size :						
VA018-221	18x25x1	1				
VA018-222	18x25x1	1				
VA018-223	16x25x1	1				
VA018-224	10x20x1	1				
VA018-225	10x20x1	1				
VA018-226	10x20x1	1				
VA018-227	16x25x1	1				
VA018-228	16x25x1	1				
VA018-229	18x25x1	1				
NOTE : Any AHU with outside air -Filter gets replaced Quarterly						
All other filters get replaced annually But inspected Quarterly						

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 Technician

Additional Notes: