

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD002 Date of Visit: 03/10/21

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. PM MAINTENANCE

2. _____

3. _____

4. _____

5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 03/10/21

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: SFC Cesar Torres Date: 03/10/21

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: MD002 B-1

LOCATION/RM #: WO# 13677 ASSET # 3Y137

**MECHANIC
SIGNATURE:**

 **DATE:** 03/03/21

START TIME: 0900 **FINISH TIME:** 1630

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 %
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: