

**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. \_\_\_\_\_

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**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

MECHANIC  
SIGNATURE:


DATE: 03/03/21

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

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 asneeded.			
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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

**Additional Notes:**