

**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**  
**PTAC**

**SITE AND BLDG #:** MD002 B-7      **MECHANIC SIGNATURE:**  **DATE:** 03/10/21

**LOCATION/RM #:** WO# 13807      ASSET # MD02-112-137      **START TIME:** 0900      **FINISH TIME:** 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel, as needed.	/		
2	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.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Clean the filter with a vacuum or running water. Inspecet filter quarterly, replace/clean as needed	/		
2	Remove the front grille and clean it with a dampened cloth.	/		
3	Inspect the control panel door and plug. Repair deficiencies.	/		
4	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	/		
5	Check that condensate drains properly. Remove any debris/blockages.	/		
6	Clean condenser coils with proper coil cleaner.	/		
7	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	/		
8	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	/		
9	Clean up work area.	/		

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

SITE AND BLDG #: MD002 B-7 MECHANIC SIGNATURE:  DATE: 03/10/21  
 LOCATION/RM #: WO# 13807 ASSET # MD02-319 & 322 START TIME: 0900 FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule and coordinate work with operating personnel.	/	/	
2	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	Inspect lighting contactor for pitting or arcing - report issues	/	/	
2	Inspect visual condition of wiring. Look for evidence of overheating.	/	/	
3	Check for proper light operation.	/	/	
4	Test operation of automatic switches/ time clock/ photocells if applicable.	/	/	
5	Inspect light pole and mounting devices for deficiencies.	/	/	
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	/	/	

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

**SITE AND BLDG #:** MD002 B-7      **MECHANIC SIGNATURE:**  **DATE:** 03/10/21

**LOCATION/RM #:** WO# 13807      **ASSET #** MD02-294      **START TIME:** 0900      **FINISH TIME:** 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	/	/	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	/	/	
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	/	/	
4	Check all fuses for evidence of heating or weakening.	/	/	
5	Check system for alarms	/	/	
6	Check all plug connections in the panel to ensure the plugs are fully seated.	/	/	

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:**