CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: MD002 Date of Visit: 05/26/21

Contractor Personnel on Site:

1. John Brown
2. _____
3. _____
4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO'S
2. _____
3. _____
4. _____
5. _____

Average Building Temp 74 * Average Building RH Humidity 58 %

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 05/26/21

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: 1st Lieutenant Brendan Hoofnagle Date: 05/26/21

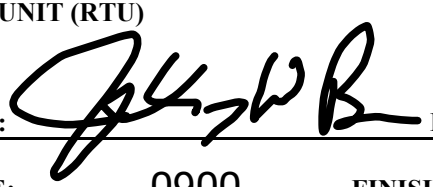
Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: MD002 B-5

MECHANIC SIGNATURE:  **DATE:** 05/26/21

LOCATION/RM #: **WO#** 14061 **ASSET #** 1857

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).			
2	Clean drain pan and note excessive corrosion. Place tablet in condensate pan			
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.			
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.			
5	Clean coils as needed. Use detergent solution and warm water if coil is heavily soiled.			
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.			
8	Check belt tension and condition. Adjust or replace as required.			
9	Replace pre-filters Quarterly, Final Filters Annually			
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temp is set properly.			
12	Check and adjust vibration eliminator mountings if equipped.			
13	If applicable, clean and test condensate pump and alarm.			

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: HVAC Technician

Additional Notes: