

**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. <u>John Brown</u> | 3. _____ |
| 2. _____             | 4. _____ |

**Work Performed:**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_


74

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:


**1st Lieutenant Brendan Hoofnagle**

Print Name/Rank: \_\_\_\_\_ Date: 05/26/21

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CEILING MOUNTED HEAT PUMP**

**SITE AND BLDG #:** MD002 B-7 **MECHANIC SIGNATURE:**  **DATE:** 05/14/21

**LOCATION/RM #:** **WO#** 14125 **ASSET #** MD02-138-211 **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 performed by: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VARIABLE FREQUENCY DRIVE**

SITE AND BLDG #: MD002 B-7 MECHANIC SIGNATURE:  DATE: 05/26/21  
 LOCATION/RM #: MD02-291-292 WO# 14125 ASSET # 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	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	Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as required. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications.		/	

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 performed by: HVAC Technician

**Additional Notes:**

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **PTAC**

**SITE AND BLDG #:** MD002 B-7 **MECHANIC SIGNATURE:**  **DATE:** 05/26/21

**LOCATION/RM #:** **WO#** 14125 **ASSET #** MD-101-111 **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	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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean the filter with a vacuum or running water. Inspect 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 performed by: General Maintenance Worker

**Additional Notes:**