

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: DE007 Date of Visit: 05/18-19/21

Contractor Personnel on Site:

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

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

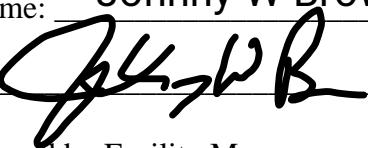
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CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 05/19/21

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: Danielle Barrett Date: 05/19/21

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #:

DE007 B-1

MECHANIC
SIGNATURE:

DATE: 05/19/21

LOCATION/RM #:

WO# 14129 ASSET # 190918-137

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown 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.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.	/	/	
2	Tighten all electrical connections and measure voltage and current on motors.	/	/	
3	Check filters and clean or replace as necessary.	/	/	
4	Lubricate all moving parts.	/	/	
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	/	/	
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	/	/	
7	Clean evaporator and condenser air conditioning coils.	/	/	
8	Clean and adjust blower components to provide proper system airflow.	/	/	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	/	/	

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #:

DE007 B-1

MECHANIC
SIGNATURE:

DATE:

05/18/21

LOCATION/RM #:

WO# 14129 ASSET # 190918-136

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	Check all moving components for proper lubrication. Apply lubrication where required.			
2	Check dampers to ensure they open and close properly.			
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.			
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.			
5	Check, clean, and/or replace both internal and external filters as necessary.			

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #:

DE007 B-1

MECHANIC
SIGNATURE:

DATE: 05/19/21

LOCATION/RM #:

WO# 14129 ASSET # 190918-137

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3	Check filters and clean or replace as necessary.	/	/	
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5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	/	/	
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	/	/	
7	Clean evaporator and condenser air conditioning coils.	/	/	
8	Clean and adjust blower components to provide proper system airflow.	/	/	
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To be performed by: HVAC Technician

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