

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: _____ Date of Visit: _____

Contractor Personnel on Site:

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

Work Performed:

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

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

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: _____ Date: _____

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: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: **VA049-03**MECHANIC
SIGNATURE:**DATE: 07-08-21**LOCATION/RM #: **WO# 14491** ASSET # **3Y143****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.	✓		This is not a furnace. It is Air Handler Unit with heat Pump.
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Replace air filter if applicable	✓		
2	Check the fire box liner or refractory for cracks and leaks.	n/a		
3	Check smoke stack for obstructions, leaks, etc.	n/a		
5	Clean all fans and motors.	✓		
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable)	✓		
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		
10	Report any rust issues and open a CM ticket	✓		
11	Remove lock outs and tags. Restore fuel and power supply.	✓		

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: