

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 9/23/21

Contractor Personnel on Site:

- | | |
|-------------------------|----------|
| 1. <u>PATRICK BROWN</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

- | |
|--|
| 1. <u>WO#'S, 14516 , 14517 , 14576-14578 , 14768-14771 , 14811 , 14817 ,</u> |
| 2. <u>14821 , 14650 , 14822</u> |
| 3. <u>ASSET#'S, 9218 , 9219, 9209-9211 , 9216 , 9265 , 190917-, 131 ,</u> |
| 4. <u>133 , 134 , 104-118 , 138-140</u> |
| 5. _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 9/23/21

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 KEVIN STEWART Date: 9/23/21

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DUCTLESS MINI SPLIT

SITE AND BLDG #: NY013 BLDG1

MECHANIC
SIGNATURE: 

DATE: 9/23/21

 LOCATION/RM #: BLDG1 WO# 14771, ASSET # 9216,
 14821 190917-, 104-113

START TIME: 11:30am

FINISH TIME: 12:30pm

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.	☒	☒	fan blades are clean
2	Check all electrical connections	☒	☒	electrical connections are good
3	Check that the fan runs properly in all speeds as applicable.	☒	☒	fan functions properly in all speeds
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	☒	☒	all are clean
5	Check filter door for proper gasketing and air leaks. Correct as needed.	☒	☒	No air leaks
6	Change or Clean filter as needed. Filters get checked quarterly.	☒	☒	filters are good
7	Ensure condense pump is working properly and that the drain lines are clear.	☒	☒	drain lines are clear
8	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:

ASSET# 9216 HAS A CM REQUEST SUBMITTED FOR THIS UNIT
TO BE REPLACED