

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: DE002 Date of Visit: 09/08/21

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. _____ | |

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CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 09/08/21

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: Hector Costalanos Date: 09/08/21

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **DE002 B-1**MECHANIC
SIGNATURE:

DATE:

09/08/21

LOCATION/RM #: **WO# 14932 ASSET # 1721-1723**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 outage of unit with personnel in area the unit serves. | ✓ | | |
| 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. | ✓ | | |
| 3 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove debris from air screen and clean underneath unit. | ✓ | | |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | ✓ | | |
| 3 | Straighten fin tubes with fin comb, as needed. | ✓ | | |
| 4 | Check electrical connections for tightness. | ✓ | | |
| 5 | Check mounting base for tightness. | ✓ | | |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | ✓ | | |
| 7 | Inspect all piping for leaks and tighten loose connections. | ✓ | | |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | ✓ | | |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity | ✓ | | Room temp <u>76</u> Room Humidity <u>45</u> % |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | | |
| 11 | 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: DE002 B-1

MECHANIC
SIGNATURE: 

DATE: 09/08/21

LOCATION/RM #: WO# 14932 ASSET # 1715-1720 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 | Check all electrical connections | ✓ | | |
| 3 | Check that the fan runs properly in all speeds as applicable. | ✓ | | |
| 4 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. | ✓ | | |
| 5 | Check filter door for proper gasketing and air leaks. Correct as needed. | ✓ | | |
| 6 | Change or Clean filter as needed. Filters get checked quarterly. | ✓ | | |
| 7 | Ensure condensate pump is working properly and that the 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: DE002 B-1LOCATION/RM #: WO# 14932 ASSET # 1713MECHANIC
SIGNATURE: 

DATE:

09/08/21

START TIME: 0900FINISH 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 | 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. | | | unit is inop waiting approval |
| 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: