

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD002 Date of Visit: 08/25/21

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. \_\_\_\_\_

73

43

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 08/25/21

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 Jason Lamontagne Date: 08/25/21

Signed: 

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DDC CONTROLLER

SITE AND BLDG #: MD002 B-7MECHANIC  
SIGNATURE: DATE: 08/25/21LOCATION/RM #: \_\_\_\_\_ WO# 14981 ASSET # MD02-294START TIME: 0900FINISH TIME: 1630

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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  | Obtain username and password for login. If not available, contact appropriate company manager to obtain access.   | ✓             |    |   |
| 2  | Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.                                 | ✓             |    |   |
| 3  | Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit.                               | ✓             |    |   |
| 4  | Check all fuses for evidence of heating or weakening.   | ✓             |    |   |
| 5  | Check sytem for alarms  | ✓             |    |   |
| 6  | Check all plug connections in the panel to ensure the plugs are fully seated.   | ✓             |    |   |

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

### OUTDOOR CONDENSING UNIT

SITE AND BLDG #: MD002 B-7

MECHANIC  
SIGNATURE


DATE: 08/25/21

LOCATION/RM #: WO# 14981 ASSET # MD02-112-119 START TIME: 0900 FINISH TIME: 1630

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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>73</u> Room Humidity <u>43</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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **LIGHTING, OUTSIDE**

SITE AND BLDG #: MD002 B-7

MECHANIC  
SIGNATURE


DATE: 08/25/21

LOCATION/RM #: WO# 14981 ASSET #

START TIME: 0900

FINISH TIME: 1630

MD02-319-322

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
|  |   | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |   |               |    |   |
| 1  | Schedule and coordinate work 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  | Inspect lighting contactor for pitting or arcing - report issues  | ✓             |    |   |
| 2  | Inspect visual condition of wiring. Look for evidence of overheating.   | ✓             |    |   |
| 3  | Check for proper light operation.   | ✓             |    |   |
| 4  | Test operation of automatic switches/ time clock/ photocells if applicable.   | ✓             |    |   |
| 5  | Inspect light pole and mounting devices for deficiencies.   | ✓             |    |   |
| 6  | For any noted deficiency, takes pictures and open corrective maintenance ticket.  | ✓             |    |   |

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

### DUCTLESS MINI SPLIT

**SITE AND BLDG #:** MD002 B-7

**MECHANIC SIGNATURE:**  **DATE:** 08/25/21

**LOCATION/RM #:** WO# 14981 **ASSET #** MD02-132-137 **START TIME:** 0900 **FINISH TIME:** 1630

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:**