

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: NY067 Date of Visit: 12-14-18 / 12-21-18

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. 1315 FQT, 1316 FQT, 1317 FQT, 1318 FQT, 1319 FQT, 1398 MO, 1432 QT, 1433 QT, 1521 SA
2. 1522 SA, 1523 SA, 1524 SA, 1525 SA, 1526 SA, 1527 SA, 1434 QT, 1528 SA
3. 1529 SA, 1530 SA 1531 SA
4. Air Handler, Make up Air Unit, Motor Vehicle Area Light, Sump Pump, Grease Trap
5. Radiator, Unit Heater, Motor Vehicle Area Light, Double Gate, Single Gate, Exhaust System, Unit Heater

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12-21-18

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: Douglas Bushko Date: 12/21/18

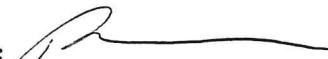
Signed: 

E-Mail: douglas.bushko.cros@mail.wi.gov

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**RADIANT BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)**

SITE AND BLDG #: NY 067

LOCATION/RM #: Bldg 1 WO# 1521 ASSET # 10556

MECHANIC  
SIGNATURE: 

DATE: 12-10-18

START TIME: 9 AM

FINISH TIME: 1:00 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓	/	
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check radiator valve for free turning and seating. Check packing.	✓	/	
2	Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile.	✓	/	
3	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	✓	/	No damage or deterioration
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	✓	/	
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	✓	/	
6	For hot water radiators, check air bleed valve.	✓	/	Air Bleed Valves in good shape and not leaking
7	Wire brush and treat with rust inhibitor all rusted areas.	/	✓	No rusted areas
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	✓	/	No leaks and Fins in good shape
9	Vacuum out finned tube area and interior housing.	✓	/	
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean 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: