

**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

UNIT HEATER, INFRA-RED, RADIANT, GAS

3Y120,3Y121

3Y122,3Y123

3Y124

MECHANIC

SIGNATURE: 

DATE: 12-09-21

SITE AND BLDG #: VA048-02

LOCATION/RM #:

WO#15595 ASSET #

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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	For gsa/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	✓		
2	Clean dirt from heater, vaccuming is preferred.	✓		
3	Check operation of gas valve.	✓		
4	Check for gas leaks.	✓		
5	Check operation of thermostat.	✓		
6	If applicable, replace primary air intake filter.	✓		
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		
8	Inspect flue pipe and connections.	✓		
9	If applicable, inspect and clean outside air blower and blower intake.	✓		
10	Inspect unit for proper operation.	✓		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

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
RADIANT BASEBOARDS/CONVETORS (STEAM, HOT WATER, OR ELECTRIC)

SITE AND BLDG #: VA048-02

MECHANIC
SIGNATURE: 

DATE: 12-09-21

LOCATION/RM #: WO# 15595 ASSET # 3Y125,3Y126

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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		
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.	✓		
7	Report any rust issues and open a CM ticket	✓		
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	✓		
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: