

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: NY035 Date of Visit: 12-6-18 / 12-18-18

Contractor Personnel on Site:

1. Patrick Brown 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

### Work Performed:

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

1. 1380 FQT, 1381 FQT, 1457 QT, 1458 QT, 1642 SA, 1643 SA, 1644 SA, 1382 FQT
2. 1459 QT, 1645 SA, 1646 SA
3. Make up Air Unit, Sump Pump, Kitchen Grease Trap, Unit Heater, Kitchen Hood,
4. Single Gate, Gas Furnace, Exhaust System, Electrical Unit Wall Heater
5. \_\_\_\_\_

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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@mail.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, ELECTRIC**

SITE AND BLDG #: NY035 - Bldg 2

Men's Room  
Women's Room  
LOCATION/RM #: Entrance

WO# 1645 ASSET # 9869

MECHANIC

SIGNATURE:

DATE: 12-6-18

START TIME: 2:00 PM

FINISH TIME: 3:00 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 heater coils and associated piping for leaks or corrosion.	✓		No Corrosion or Leaks
2	Clean heating coil. Brush vacuum where accessible.	✓		Vacuumed and Wiped down units
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		No loose connections all looks good
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		Fan unit #1 needs to be replaced
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓		unable to lubricate bearings on #1 motor does not run
6	Verify proper control by modulating the thermostat through complete cycle.	✓		thermostat operates correctly
7	Inspect unit for proper operation.	✓		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		unit #1 should be replaced

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: