

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY051 Date of Visit: 6/14/22

Contractor Personnel on Site:

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

**Work Performed:**

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

1. WO#s , 17228-17231 , 17289 , 17290 , 17357 , 17358 , 17408 ,  
2. 17409 , 17569 , 17596 , 17232 , 17291 , 17292 , 17379 , 17410 ,  
3. 17411 , 17597 ,  
4. ASSET#S , 10038-10041 , 10035 , 10036 , 10066 , 10069 ,  
5. 10042 , 10065 , 10074 , 10073 , 10077 , 10080 , 10075 , 10076 ,  
190917- , 294 , 299 , 292 , 293 , 297 , 298 , 300 , 303-306

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 6/14/22

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 ABBOTT Date: 6/14/22

Signed: 

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

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

**SITE AND BLDG #:** NY051 BLDG2 10042

**LOCATION/RM #:** BLDG2 WO# 17408, ASSET # 10076  
17411, 190917-

**MECHANIC  
SIGNATURE:**

**DATE:** 6/14/22

**START TIME:** 9:30am

**FINISH TIME:** 10:30am

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>303-306</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
			<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>					
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.		✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
1	Check heater coils and associated piping for leaks or corrosion.		✓		no leaks or corrosion found
2	Clean heating coil. Brush vacuum where accessible.		✓		coil is clean
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.		✓		all wiring is good
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.		✓		no bent blades or excessive wear
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.		✓		no noise or vibration
6	Verify proper control by modulating the thermostat through complete cycle.		✓		thermostat functions properly
7	Inspect unit for proper operation and associated T-Stat		✓		unit functions properly
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.		✓		unit does not need to 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:**