

**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.)

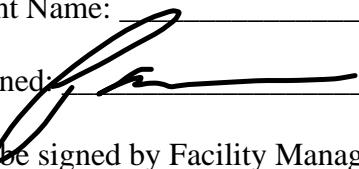
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

To be signed by Facility Manager:

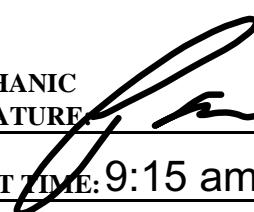
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Doug Rushlo Date: 3/8/19

Signed: \_\_\_\_\_

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE**

MECHANIC  
 SIGNATURE 

DATE: 3/8/19

ACTIVITY AND BLDG #: **NY035-02**LOCATION/RM #: **WO# 2652/3126 ASSET # 9867/9867**START TIME: **9:15 am**FINISH TIME: **10:00am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Review manufacturer's instructions.	✓	-	
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	Remove furnace ends and access panels if applicable.	✓	-	
2	Check the fire box liner or refractory for cracks and leaks.	✓	-	no cracks or leaks
3	Check smoke stack for obstructions, leaks, etc.	✓	-	
4	Clean bottom of smoke stack (breaching).	✓	-	
5	Clean all fans and motors.	✓	-	
6	Check operation of controls and safeties.	✓	-	operated correctly
7	Lubricate as required.	✓	-	
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable).	✓	-	
9	Replace furnace and access panels ends if removed.	✓	-	
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓	-	motor and pulleys are good
11	Treat all rusted areas with rust inhibitor and touch up paint.	-	✓	no rust or areas that need to be touched up
12	Remove lock outs and tags. Restore fuel and power supply.	✓	-	

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:**