

**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:

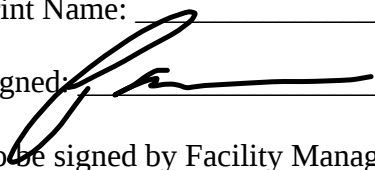
Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

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:

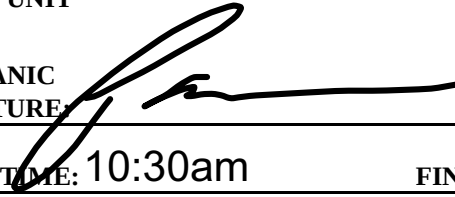
Print Name/Rank: Doug Rushlo Date: 3/8/19

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **NY035-02**MECHANIC
SIGNATURE: DATE: **3/8/19**LOCATION/RM #: **WO# 3121/3122 ASSET # 9864/9865**
3124 9866START TIME: **10:30am**FINISH TIME: **10:45am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Schedule outage of unit with personnel in area the unit serves.	☒	☐	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒	☐	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	☐	☒	disposal of equipment is not required at this time
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	☒	☒	
2	Wash coil with coil cleaning solution - Rinse Thoroughly	☒	☒	
3	Straighten fin tubes with fin comb, as needed.	☒	☐	
4	Check electrical connections for tightness.	☒	☐	electrical connections are tight
5	Check mounting base for tightness.	☒	☐	mounting base is good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	☒	☐	no bent blades
7	Inspect all piping for leaks and tighten loose connections.	☒	☐	no leaks or loose connections
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	☒	☐	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	☐	☒	could not check Air Supply temperature
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	☒	☐	
11	Clean up 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: HVAC Technician

Additional Notes: I cannot complete a thorough p.m. because it is out of season in the spring I will complete a better p.m. when unit can be ran