

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

SITE AND BLDG #: **NY039-01**MECHANIC
SIGNATURE: DATE: **6/17/19**

LOCATION/RM #:	WO# 4081	ASSET # 9893
	4083	9895

START TIME: **9am**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	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.	✓	✗	no cracks or leaks
2	Clean dirt from heater, vaccuming is preferred.	✓	✗	
3	Check operation of gas valve.	✓	✗	gas valves function properly
4	Check for gas leaks.	✓	✗	no gas leaks
5	Check operation of thermostat.	✓	✗	thermostats function correctly
6	If applicable, replace primary air intake filter.	✓	✗	no primary intake filter
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓	✗	
8	Inspect flue pipe and connections.	✓	✗	flue pipe connections are good
9	If applicable, inspect and clean outside air blower and blower intake.	✓	✗	no outside air blowers or intake
10	Inspect unit for proper operation.	✓	✗	units operate correctly
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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: they have already put in a request but asset 9893 ,8 pieces they want removed