

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: Caron M. Holden

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **NY013-001**MECHANIC
SIGNATUREDATE: **9/18/19**LOCATION/RM #: **WO# 5415** **ASSET # 9216**START TIME: **10am**FINISH TIME: **10:30am**

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 shutdown with operating personnel, as needed.	✓	/	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓	/	fan blades are clean
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	/	✓	unit is not working
3	Tighten all electrical connectors to proper torque as needed.	✓	/	electrical connections are tight
4	Check that the fan runs properly in all speeds as applicable.	/	✓	unit is not working
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/	✓	diffusers are clean
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	✓	unit is not working
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓	/	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	/	no sign's of leaks
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	/	used a garden hose
10	Check coils for leaking, tightness of fittings.	✓	/	no leaks found
11	Use fin comb to straighten coil fins as needed.	✓	/	fins are straight
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	/	✓	no belts
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓	/	couplings are tight
14	Vacuum interior of unit.	/	✓	unit is clean

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are good
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	filter is a permanent filter
17	Insure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	drain is clear
18	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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: General Maintenance Worker

Additional Notes: unit is not working at all the controls do not work and the unit will not turn on .. the unit needs to be replaced, inside and out I'm going to request a cm ticket be opened