

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
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **NY035-02****5454** **9864**LOCATION/RM #: **WO# 5455** **ASSET # 9865****5456** **9866**MECHANIC
SIGNATURE: DATE: **9/16/19**START TIME: **11am**FINISH TIME: **12pm**

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.	✓	/	
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.	✓	/	
5	Check mounting base for tightness.	✓	/	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	/	
7	Inspect all piping for leaks and tighten 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.	✓	/	
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: all three units look to have been tampered with I need further investigation to figure out what exactly is wrong with each individual