

**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 #: **NY051-02**MECHANIC
SIGNATURE: DATE: **12/12/19**LOCATION/RM #: _____ WO# **6254** ASSET # **10075**START TIME: **10am**FINISH TIME: **11am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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.	✓		gasbox is in good condition
2	Clean dirt from heater, vaccuming is preferred.	✓		heater is clean
3	Check operation of gas valve.	✓		gas valve functions properly
4	Check for gas leaks.	✓		used combustible gas leak detector
5	Check operation of thermostat.	✓		thermostat functions properly
6	If applicable, replace primary air intake filter.	✓		filter is clean
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		spark electrodes are good
8	Inspect flue pipe and connections.	✓		flue pipe and connections are good
9	If applicable, inspect and clean outside air blower and blower intake.	✓		blower and blower intake are in good condition
10	Inspect unit for proper operation.	✓		unit functions correctly
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		unit is in good condition

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: