CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: __PA118__   Date of Visit: _18 DEC 18_

Contractor Personnel on Site:

1. John Daley   3. _____
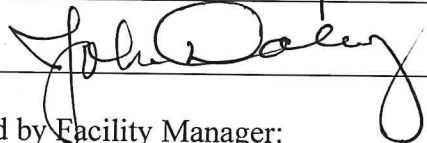2. _____   4. _____

Work Performed:

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

1. 6469 MO, 6529 QT, 6587 QT, 6635 SA, 6596 QT, 6680 SA
2. Flood Light, Hot Water Pump, Overhead Vehicle Exhaust, Unit Heater, Hydronic Radiator,
3. Unit Heater, Hydronic Radiator, Unit Heater, Overhead Vehicle Exhaust
4. Unit Heater,
5. _____

CERTIFICATION OF WORK
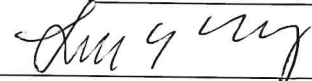
To be signed by the Contractor:

Print Name: _JOHN DALEY_   Date: _18 DEC 18_

Signed: _John Daley_

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: _LUTHER E MALORY_   Date: _18 DEC 18_

Signed: _Luther Malory_

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: *PA-118-02*

LOCATION/RM #: *MECH Room* **WO#** *6680* **ASSET #** *4149*

MECHANIC SIGNATURE: *John Daley* **DATE:** *18 DEC 18*

START TIME: *0900* **FINISH TIME:** *1600*

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	Check heater coils and assocoated piping for leaks or corrision.	✓		
2	Clean heating coil. Brush vaccum where accessible.	✓		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		
5	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.	✓		
6	Verify proper control by modulating the thermostat through complete cycle.	✓		
7	Inspect unit for proper operation.	✓		
8	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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: _PA118-07_
LOCATION/RM #: _BAYS_   **WO#** _6680_   **ASSET #** _4505 4617_

MECHANIC SIGNATURE: _John Daly_   **DATE:** _18 Dec 18_
START TIME: _0900_   **FINISH TIME:** _1600_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
**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.	✓		
2	Clean dirt from heater, vaccuming is preferred.	✓		
3	Check operation of gas valve.	✓		
4	Check for gas leaks.	✓		
5	Check operation of thermostat.	✓		
6	If applicable, replace primary air intake filter.	✓		
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		
8	Inspect flue pipe and connections.	✓		
9	If applicable, inspect and clean outside air blower and blower intake.	✓		
10	Inspect unit for proper operation.	✓		
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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes: