

**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, ELECTRIC**

SITE AND BLDG #: PA168-01

MECHANIC

SIGNATURE: John DayDATE: 21 DEC 18LOCATION/RM #: VARIOUS WO# 681 ASSET # 500 BelowSTART TIME: 0830FINISH TIME: 1530

| 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 associated piping for leaks or corrosion. | ✓ | | |
| 2 | Clean heating coil. Brush vacuum 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, vibration, overheating; lubricate 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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: ASSET #'S 4151, 4185, 4186, 4188, 4191, 4215, 4228, ~~4229, 4230~~

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

SITE AND BLDG #: PA168-01

MECHANIC

SIGNATURE: John DanyDATE: 21 Dec 18LOCATION/RM #: STORAGE WO# 6681 ASSET # 4294
4327START TIME: 0830FINISH TIME: 1530

| 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 gas/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 performed by: HVAC Technician

Additional Notes: