

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY051 Date of Visit: 3/10/20 - 3/19/20

Contractor Personnel on Site:

| | |
|-------------------------|----------|
| 1. <u>PATRICK BROWN</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

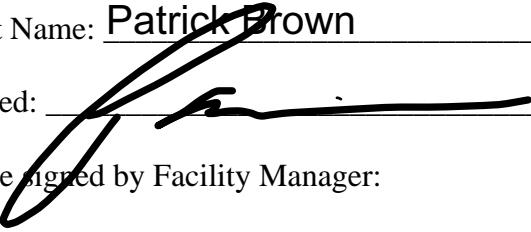
Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO'S 7357-7358FQT, 7436-7437MO, 7495-7498SA, 7653M, 7673PMS
2. 7359-7360FQT, 7464QT, 7499-7500SA
3. FILTERS, LIGHTING, GATES, AIR HANDLERS, CHILLER, MINI SPLIT, VFD,
4. HEATING AND VENT SYSTEM, PTAC, EXHAUST
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

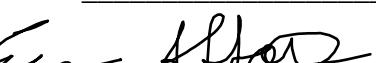
Print Name: Patrick Brown Date: 3/19/20

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: SFC ERIC ABBOT Date: 3/19/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PTAC

SITE AND BLDG #: **NY051-01**MECHANIC
SIGNATURE: DATE: **3/10/20**LOCATION/RM #: **WO# 7500 ASSET # 10077**START TIME: **10:30am**FINISH TIME: **11am**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Schedule shutdown with operating personnel, as needed. | ✓ | / | |
| 2 | 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 | Clean the filter with a vacuum or running water. Inspecet filter quarterly, replace/clean as needed | ✓ | / | filter is clean |
| 2 | Remove the front grille and clean it with a dampened cloth. | ✓ | / | no deficiencies |
| 3 | Inspect the control panel door and plug. Repair deficiencies. | ✓ | / | unit is properly sealed |
| 4 | Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed. | ✓ | / | drain is clear |
| 5 | Check that condensate drains properly. Remove any debris/blockages. | ✓ | / | coils are clean |
| 6 | Clean condenser coils with proper coil cleaner. | ✓ | / | |
| 7 | Place drain pan cleaner tablet in the basepan to inhibit bacteria growth. | ✓ | / | |
| 8 | Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted | ✓ | / | no blockage or restriction |
| 9 | 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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: