

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 3/17/20

Contractor Personnel on Site:

1. PATRICK BROWN 3. _____
2. _____ 4. _____

Work Performed:

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

1. WO'S 7395-7397FQT, 7603-7606SA, 7650M, 7658Q, 7663S, 7459QT, 7664S
2. FILTERS, AIR HANDLERS, MINI-SPLITS, LIGHTING, GATES,EXHAUST,
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/17/20

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 KEVIN STEWART Date: 3/17/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DUCTLESS MINI SPLIT

SITE AND BLDG #: **NY013-01**MECHANIC
SIGNATUREDATE: **3/17/20**

LOCATION/RM #: **7606** **9216**
WO# **7663** **ASSET #** **190917-131 -134** **START TIME:** **9am** **FINISH TIME:** **10:30am**
190917-104 - 118

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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	Check fan blades for dust buildup and clean if necessary.	✓	/	
2	Check all electrical connections	✓	/	
3	Check that the fan runs properly in all speeds as applicable.	✓	/	
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	✓	/	
5	Check filter door for proper gasketing and air leaks. Correct as needed.	✓	/	
6	Change or Clean filter as needed. Filters get checked quarterly.	✓	/	
7	Ensure condensate pump is working properly and that the drain lines are clear.	✓	/	
8	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: General Maintenance Worker

Additional Notes: asset# 9216 does not function at all and needs to be replaced I'm requesting a cm ticket to be opened

