

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: \_\_\_\_\_ Date of Visit: 3/7/19

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. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 3/7/19

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: SGT NICHOLAS CRUZ Date: 3/7/19

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

SITE AND BLDG #: **MD003-02**MECHANIC  
SIGNATURE: 

DATE:

3/7/19

LOCATION/RM #: **WO# 7814 ASSET # 1904**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	/		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	/		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	/		no one know to access the
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	/		controls. I wasn't able check
4	Check electrical power connections including incoming line voltage.	/		operations. but the heating
5	Check all fuses for evidence of heating or weakening.	/		systems are working.
6	Check inputs and outputs on DDC/PLC check input and outputwiring connections for tightness very carefully.	/		
7	If applicable, check relays for burnt contact points.	/		
8	Check all point labels are correct and up to date, if applicable.	/		
9	Check all plug connections in the panel to ensure the plugs are fully seated.	/		

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:**