

**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:

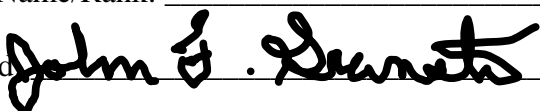
Print Name: _____ Date: _____

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: John Granata Date: 3/14/19

Signed:  _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

PTAC

SITE AND BLDG #: **NY070-01**MECHANIC
SIGNATURE: DATE: **3/14/19**
 LOCATION/RM #: _____ WO# **7870** ASSET # **4630/4631/4632/4681/4675** START TIME: **10:15am** FINISH TIME: **11am**

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean the filter with a vacuum or running water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	filter is clean
2	Clean or replace the vent screen. Note: if the PTAC unit is operated with the vent door closed, the vent screen does not need to be cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Remove the front grille and clean it with a dampened cloth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Inspect the control panel door and plug. Repair deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no deficiencies noted
5	Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	caulking is in good shape
6	Check that condensate drains properly. Remove any debris/blockages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Clean condenser coils with proper coil cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	condenser coils are clean
8	Place drain pan cleaner tablet in the basepan to inhibit bacteria growth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are clear
10	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

LIGHTING, OUTSIDE

SITE AND BLDG #: NY070-01
**MECHANIC
SIGNATURE** 
DATE: 3/14/19
LOCATION/RM #: WO# 7870 **ASSET #** 7406/7410
START TIME: 11am
FINISH TIME: 11:30am

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	Schedule and coordinate work with operating personnel.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Open and tag switch.	✓		
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓		wiring looks good no evidence of overheating
3	Check for proper light operation.	✓		lights operate properly
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓		time clock functions correctly
5	Inspect light pole and mounting devices for deficiencies.	✓		no deficiencies noted
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓		no corrective maintenance required

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To be performed by: General Maintenance Worker

Additional Notes: