

## 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. \_\_\_\_\_

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## 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: \_\_\_\_\_

5 / 14 / 19

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

MECHANIC  
SIGNATURE: 

DATE:

START TIME: 11:30 AM

FINISH TIME: 2:45 PM

SITE AND BLDG #: PA168-B2

LOCATION/RM #: WO# 8723 ASSET # 3156

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.	X		
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	X		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	X	L1 _____ L2 _____ L3 _____	
3	Tighten all electrical connectors/lugs to proper torque.	X		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	X		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	X		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	X		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	X		
8	Lubricate mechanical bearings and connections sparingly.	X		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	X		
10	Check coils for leaking, tightness of fittings.	X		
11	Use fin comb to straighten coil fins.	X		
12	If applicable, clean strainer (annually).	X		
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.		X	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.		X	
16	Check and test freezestat for proper operation		X	
17	Vacuum interior of unit.		X	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.		X	N/A
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.		X	
20	Clean up work area.		X	

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:

5/14/19 COLD WINT GET IN BLD.  
 5/30/19 To much ATD move  
 To fan access 20 ft. plus add 3 ft  
 Rescheduled for 6/26/19

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **PA168-B2**LOCATION/RM #: **WO# 8723** ASSET # **3347**MECHANIC  
SIGNATURE: DATE: **5/30/19**START TIME: **11 AM**FINISH TIME: **2 PM**

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.	X		
2	Schedule outage of unit with personnel in area the unit serves.	X		
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.	X		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	X		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	X		
3	Straighten fin tubes with fin comb, as needed.	X		
4	Check electrical connections for tightness.	X		
5	Check mounting base for tightness.	X		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	X		
7	Inspect all piping for leaks and tighten loose connections.	X		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	X		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	X		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	X		
11	Clean up work area.	X		

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To be performed by: HVAC Technician

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ENERGY RECOVERY VENTILATOR**

**SITE AND BLDG #:** PA168-B2

**LOCATION/RM #:** WO# 8723    **ASSET #** 3357

**MECHANIC  
SIGNATURE:**

**DATE:**

**START TIME:** 11 AM

**FINISH TIME:** 2 PM

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.	X		
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.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check all moving components for proper lubrication. Apply lubrication where required.	X		
2	Check dampers to ensure they open and close properly.	X		
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	X		
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	X		
5	Check, clean, and/or replace both internal and external filters as necessary.	X		

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE**

ACTIVITY AND BLDG #: **PA168-B2**MECHANIC  
SIGNATURE: DATE: **5/30/19**LOCATION/RM #: **WO# 8723 ASSET # 3432**START TIME: **11 AM**FINISH TIME: **2 PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Review manufacturer's instructions.	✓		
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.	✗		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove furnace ends and access panels if applicable.	✓		
2	Check the fire box liner or refractory for cracks and leaks.	✗		
3	Check smoke stack for obstructions, leaks, etc.	✗		
4	Clean bottom of smoke stack (breaching).	✗		
5	Clean all fans and motors.	✗		
6	Check operation of controls and safeties.	✗		
7	Lubricate as required.	✗		
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable).	✗		
9	Replace furnace and access panels ends if removed.	✗		
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	✗		
11	Treat all rusted areas with rust inhibitor and touch up paint.	✗		
12	Remove lock outs and tags. Restore fuel and power supply.	✗		

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To be performed by: HVAC Technician

**Additional Notes:**