

**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:

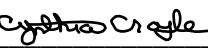
Print Name: _____ Date: _____

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: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **MAKE UP AIR UNIT - HEATING/COOLING**

MECHANIC
SIGNATURE:

DATE:

SITE AND BLDG #: **PA209-B2**

LOCATION/RM #: WO# **8729** ASSET # **3368**

START TIME:

FINISH TIME:

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.	X		
2	Schedule shutdown with operating personnel.	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		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	X		
2	Tighten all electrical connections and measure voltage and current on motors.	X		
3	Check filters and clean or replace as necessary.	X		
4	Lubricate all moving parts.	X		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	X		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	X		
7	Clean evaporator and condenser air conditioning coils.	X		
8	Clean and adjust blower components to provide proper system airflow.	X		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	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

 MECHANIC
SIGNATURE:

DATE:

START TIME:

FINISH TIME:

ACTIVITY AND BLDG #: PA209-B2

LOCATION/RM #:

WO# 8729

ASSET # 3445/3453

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

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

SITE AND BLDG #: PA209-B2

**MECHANIC
SIGNATURE:**
DATE:
LOCATION/RM #: **WO# 8729** **ASSET # 3310**
START TIME:
FINISH TIME:

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.	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		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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: