

## 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**  
**FURNACE**

ACTIVITY AND BLDG #: **NY052-B2**MECHANIC  
SIGNATURE DATE: **5/22/19**LOCATION/RM #: **WO# 8733 ASSET # 3243**START TIME: **9:30am**FINISH TIME: **10am**

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.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove furnace ends and access panels if applicable.	✓		
2	Check the fire box liner or refractory for cracks and leaks.	✓		no cracks or leaks
3	Check smoke stack for obstructions, leaks, etc.	✓		not a smoke stack , no obstructions
4	Clean bottom of smoke stack (breaching).	✓	✓	PVC piping no smoke stack
5	Clean all fans and motors.	✓		all are clean
6	Check operation of controls and safeties.	✓		all function properly
7	Lubricate as required.	✓		
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable).	✓		no leaks
9	Replace furnace and access panels ends if removed.	✓		
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		motors are good no belts , direct drive
11	Treat all rusted areas with rust inhibitor and touch up paint.		✓	no rust area's
12	Remove lock outs and tags. Restore fuel and power supply.	✓		

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **NY052-B2**MECHANIC  
SIGNATURE: DATE: **5/22/19**LOCATION/RM #: **WO# 8733 ASSET # 3399**START TIME: **10am**FINISH TIME: **10:30am**

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	Schedule outage of unit with personnel in area the unit serves.	✓	/	
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.	✓	/	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/	✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	✓	/	all debris have been removed
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	/	coil is clean
3	Straighten fin tubes with fin comb, as needed.	✓	/	fins are good
4	Check electrical connections for tightness.	✓	/	all are tight
5	Check mounting base for tightness.	✓	/	mounting is tight
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	/	no bent blades or excessive noise
7	Inspect all piping for leaks and tighten loose connections.	✓	/	no leaks connections are tight
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	/	all wiring is good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	/	unit is operating properly/68 degrees
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	/	condition of the unit is good
11	Clean up work area.	✓	/	

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To be performed by: HVAC Technician

**Additional Notes:**