

**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:

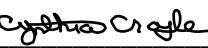
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_

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

**SITE AND BLDG #:** PA209-B1

**MECHANIC  
SIGNATURE:** 

**DATE:** 5/16/19

**LOCATION/RM #:** \_\_\_\_\_ **WO#** 8746 **ASSET #** 3134/3135

**START TIME:** 8 AM

**FINISH TIME:** 3 PM

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	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		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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 freestat 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		
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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

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

MECHANIC  
SIGNATURE:

DATE:

SITE AND BLDG #: **PA209-B1**

LOCATION/RM #:

WO# **8746**

ASSET # **3302/3306**  
**3308/3309**

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		

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: HVAC Technician

Additional Notes:

REPLACING ASSET 3203 IS TURN OFF. SCOTT IS

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **EXHAUST FANS**

**SITE AND BLDG #:** PA209-B1

**MECHANIC  
SIGNATURE:** 

**DATE:**

**LOCATION/RM #:** **WO# 8746** **ASSET # 3377/3378**

**START TIME:** 8 | 10 AM

**FINISH TIME:** 3 PM

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, as needed.	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	Clean unit, especially fan blades.	X		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	X		
3	Perform required lubrication and remove old or excess lubricant.	X		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	X		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	X		
6	Start unit and check for vibration and noise.	X		
7	Remove all trash and debris.	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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VARIABLE FREQUENCY DRIVE

SITE AND BLDG #: **PA209-B1**MECHANIC  
SIGNATURE: DATE: **5/6/19**LOCATION/RM #: \_\_\_\_\_ WO# **8746** ASSET # **3380/3383**START TIME: **8 AM**FINISH TIME: **3 PM**

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.	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	Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as necessary. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications.	X		
2	Proper cooling is critical to the operation of a VFD. Fans are energized and tested for air flow. Heat sinks and air passages are inspected to detect blockage or broken/cracked components. Fans are replaced as necessary.	X		
3	Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal.	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 discription 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-B1

LOCATION/RM #:

WO# 8746

ASSET # 3444

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		

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: HVAC Technician

**Additional Notes:**

5/16

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **VAV BOX**

MECHANIC  
SIGNATURE:

DATE:

5/16/17

START TIME:

8 AM

FINISH TIME:

3 PM

SITE AND BLDG #: PA209-B1

LOCATION/RM #:

WO# 8746

ASSET # 4721/4723/4724  
4828/4829/4831

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.	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	If EMS system permits, check that the operating controls activate damper per design specifications.	X		
2	If required, check damper linkage for tightness and lightly lubricate.	X		
3	If required, inspect dampers for free movement.	X		
4	If required, inspect actuators for tightness to mounting brackets.	X		
5	As needed, tighten electrical connections to servo motor.	X		
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	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 discription of the deficiency.


To be performed by: HVAC Technician

**Additional Notes:**



## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DEHUMIDIFIER

**SITE AND BLDG #:** PA209-B1
**MECHANIC  
SIGNATURE:**

**DATE:** 5/6/19
**LOCATION/RM #:**                      **WO#** 8746 **ASSET #** 5032
**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.		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	Check water inlet and outlet for any leaks, repair as needed.		X	
2	Clean and/or replace filter as needed.		X	
3	If applicable, check hours per usage, replace tanks's as needed.		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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

NO ACCESS