

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:

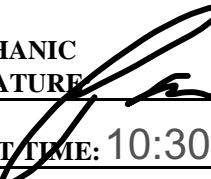
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **NY052-B1**MECHANIC
SIGNATURE DATE: **5/22/19**
 LOCATION/RM #: **WO# 8772 ASSET #3241/3242/3248** START TIME: **10:30am** 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 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. | ✓ | / | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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. | ✓ | / | fin tubes are straight |
| 4 | Check electrical connections for tightness. | ✓ | / | electrical connections are good |
| 5 | Check mounting base for tightness. | ✓ | / | mounting is good |
| 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 or loose connections |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | ✓ | / | no overheating wires are tight |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature. | ✓ | / | all units good average 68 degrees |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | / | all units are in good condition |
| 11 | Clean up work area. | ✓ | / | |

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: