

**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: *[Signature]*

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: *[Signature]*

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS

MECHANIC
SIGNATURE:


DATE:

6-11-19

SITE AND BLDG #: PA168-01

LOCATION/RM #:

WO# 9128

ASSET # SEE BELOW

START TIME:

7AM

FINISH TIME:

5PM

| 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

ASSET # 3557, 3584, 3592, 3600, 3736, 3737, 3738, 3849, 3850

ONLY FOUND ASSET # 3600, 3736, 3737, 3738

I DID FIND A MAKE UP AIR UNIT FOR KITCHEN. IT'S A TITAN UNIT WITH HEAT
IT TOOK (2) 20x25x2 FILTERS & A36 BELT.

ASSET 3601 WAS LISTED IN BLDG 2 BUT IS IN THIS BLDG.