CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: PA209 Date of Visit: 6/3/19

Contractor Personnel on Site:

1. Bill Davis
2. _____
3. _____
4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. 9115AN, 9240MO, 9255MO, 9304QT, 9377SA, 9091AN, 9243MO, 9399SA 9342QT
   Exhaust Fans, Outdoor lighting, Expansion Tank,Hot water pumps, Greeae Trap
2. Fan Coils, Unit Heaters, Bathroom Exhaust Fans, Gate, Overhead exhaust System,
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Bill Davis Date: 6/17/19

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: 6/17/19

Signed: _____

E-Mail: Scott Kawski

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PA209-1

MECHANIC SIGNATURE: 

DATE: 6/3, 6/4

LOCATION/RM #:

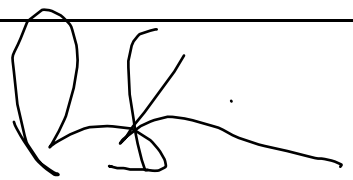
WO# 9377

ASSET # 3989 thru 3994

START TIME: 7AM

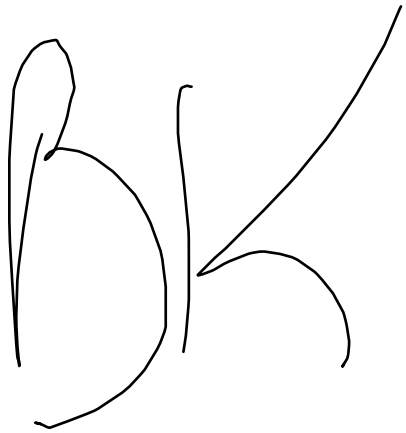
FINISH TIME: 5pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	X		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades for dust buildup and clean if necessary.	X		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	X		
3	Tighten all electrical connectors to proper torque asneeded.	X		
4	Check that the fan runs properly in all speeds as applicable.	X		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	X		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		
7	Lubricate mechanical connections of dampers sparingly as applicable.	X		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins as needed.	✓		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	X		
14	Vacuum interior of unit.	✓		



CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	X		
16	Change the filter as needed with the correct size and type filter.	X		
17	Insure that drain(s) are clear and running.	X		
18	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 perfomed by: General Maintenance Worker
Additional Notes:



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: PA209-1

MECHANIC SIGNATURE: [signature] **DATE:** 6/3, 6/4

LOCATION/RM #: **WO#** 9377 **ASSET #** 4089/4090/4482 4357/4371/4481 4480, ~~4481~~, ~~4482~~

START TIME: 7 AM **FINISH TIME:** 3 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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 valve for full stroke operation in both directions, if applicable.	X		
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	X		
3	Clean the coil with vacuum cleaner.	X		
4	Comb the fins as needed.	X		
5	Clean all fans and motors.	X		
6	Check operation of controls and safeties.	X		
7	Lubricate as required.	X		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	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 perfomed by: General Maintenance Worker

Additional Notes:

[signature]