

**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. _____ | 9168AN, 9169AN, 9482SA |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |

CERTIFICATION OF WORK

To be signed by the Contractor:

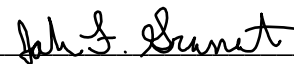
Print Name: _____ Date: _____

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

UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: NY070-01

MECHANIC
SIGNATURE:

DATE: 6/10/19

LOCATION/RM #:	WO# 9442	ASSET # 4245
		4250

~~START TIME:~~ 10:45am

FINISH TIME: 11am

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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	For gsa/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit is a hot water unit heater
2	Clean dirt from heater, vaccuming is preferred.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check operation of gas valve.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit does not have gas valve
4	Check for gas leaks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit does not have gas supply
5	Check operation of thermostat.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	thermostat functions correctly
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit does not have intake filter
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit does not have spark electrode
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit does not have flue pipe
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit does not have outside blower
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit operates correctly
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit is in good condition

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: this is not a gas-fired unit this is a hot water fed unit

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: **NY070-01**MECHANIC
SIGNATURE DATE: **6/10/19**LOCATION/RM #: _____ WO# **9442** ASSET # **4605**START TIME: **11AM**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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	valve functions correctly
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no signs of abnormal wear or leaks
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	coil is clean
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	fins are straight
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all are clean
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	controls operate correctly
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	alignment is correct

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: