

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:

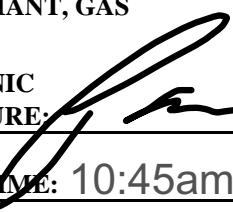
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

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**

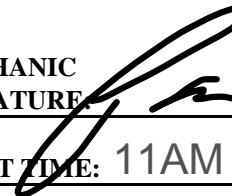
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	(✓)		
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.	(✓)		
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.	(✓)	(✓)	unit is a hot water unit heater
2	Clean dirt from heater, vaccuming is preferred.	(✓)	(✓)	
3	Check operation of gas valve.	(✓)	(✓)	unit does not have gas valve
4	Check for gas leaks.	(✓)	(✓)	unit does not have gas supply
5	Check operation of thermostat.	(✓)	(✓)	thermostat functions correctly
6	If applicable, replace primary air intake filter.	(✓)	(✓)	unit does not have intake filter
7	As needed, clean spark electrode and reset gap, replace if necessary.	(✓)	(✓)	unit does not have spark electrode
8	Inspect flue pipe and connections.	(✓)	(✓)	unit does not have flue pipe
9	If applicable, inspect and clean outside air blower and blower intake.	(✓)	(✓)	unit does not have outside blower
10	Inspect unit for proper operation.	(✓)	(✓)	unit operates correctly
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	(✓)	(✓)	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 description 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.	✓	/	
2	Schedule shutdown with operating personnel.	✓	/	
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.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	✓	/	valve functions correctly
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓	/	no signs of abnormal wear or leaks
3	Clean the coil with vacuum cleaner.	✓	/	coil is clean
4	Comb the fins as needed.	✓	/	fins are straight
5	Clean all fans and motors.	✓	/	all are clean
6	Check operation of controls and safeties.	✓	/	controls operate correctly
7	Lubricate as required.	✓	/	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓	/	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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: