CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY070 Date of Visit: 6/10/19

Contractor Personnel on Site:

1. Patrick Brown
2. _____
3. _____
4. _____

Work Performed:

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

1. 9130AN, 9248QT, 9442SA, 9186AN, 9254QT, 9299QT, 9461SA 9168AN, 9169AN, 9482SA
2. EXHAUST FANS, CIRCULATING PUMPS, TANKS,EXPANSION TANKS, FILTER FEEDER,
3. HEATERS, OIL SEPARATOR, VEHICLE EXHAUST,
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 6/10/19

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: John Granata AFOS Date: 6/10/19

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 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.	✓		
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 discription of the deficiency.

To be perfomed 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 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.	✓		
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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, ELECTRIC

SITE AND BLDG #: NY070-01

MECHANIC SIGNATURE:

DATE: 6/10/19

LOCATION/RM #:

WO# 9442

ASSET # 4224 4491

START TIME: 10:30am

FINISH TIME: 10:45am

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.	✓		
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	Check heater coils and assocoated piping for leaks or corrision.	✓		no leaks or corrosion
2	Clean heating coil. Brush vaccum where accessible.	✓		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		wiring is good
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		fan is good
5	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.	✓		no noise or vibration
6	Verify proper control by modulating the thermostat through complete cycle.	✓		thermostats function properly
7	Inspect unit for proper operation.	✓		units operate correctly
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		no needed repairs

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: HVAC Technician

Additional Notes: