CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY030 Date of Visit: 6/18/19

Contractor Personnel on Site:

1. PATRICK BROWN
2. _____
3. _____
4. _____

Work Performed:

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

1. 9247MO, 9262QT, 9297QT, 9464SA, 9472SA
2. GATES, TANK, GREASE TRAPS, FAN COIL, HEATERS
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 6/18/19

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: 6/18/19

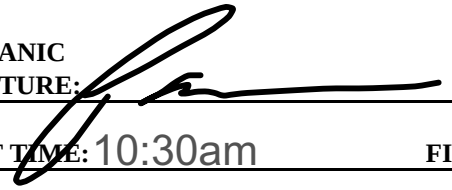
Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY030-01

MECHANIC SIGNATURE: 

DATE: 6/18/19

LOCATION/RM #:

WO# 9464

ASSET # 4462

START TIME: 10:30am

FINISH TIME: 12:30pm

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, as needed.	✓		
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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades for dust buildup and clean if necessary.	✓		fan blades are clean
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		no sign of cracks or excessive wear
3	Tighten all electrical connectors to proper torque asneeded.	✓		electrical connections are good
4	Check that the fan runs properly in all speeds as applicable.	✓		fan runs properly
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.		✓	no dampers
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.			
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		no signs of leaks
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		coils are clean
10	Check coils for leaking, tightness of fittings.	✓		no leaks fittings are tight
11	Use fin comb to straighten coil fins as needed.	✓		fins are straight
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		✓	no belts present
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		alignment looks good
14	Vacuum interior of unit.	✓		

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, HOT WATER

SITE AND BLDG #: NY030-01

MECHANIC SIGNATURE:

DATE: 6/18/19

LOCATION/RM #:

WO# 9464 **ASSET #** 4615

START TIME: 12:30pm **FINISH TIME:** 1:30pm

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 properly
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.	✓		fans and motors are clean
6	Check operation of controls and safeties.	✓		all function properly
7	Lubricate as required.	✓		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		all are good

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:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓		filter doors are good
16	Change the filter as needed with the correct size and type filter.		✓	filters are on order
17	Insure that drain(s) are clear and running.	✓		drains are clear and running
18	Clean up work area.	✓		

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: filters are on order I should have them by June 20th I will schedule a day at the end of the month to install them