

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: PP 096

Date of Visit:

6/21/19

Contractor Personnel on Site:

1. Tony Geertgens
2. Jim Geertgens
3. Scott Werry

- 4.
- 5.
- 6.

Work Performed:

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

1.	<u>9106</u>	<u>9143</u>
2.	<u>9270</u>	<u>9327</u>
3.	<u>933</u>	<u>9471</u>
4.	<u>9372</u>	

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 6-21-19

Signed: Jim Geertgens

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: Mitchell Morrison SS6 Date: 21 June 2019

Signed: Mitchell Morrison

E-Mail: mitchel.w.morrison.mil@mail.mil

OTHER RECURRING SERVICES CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FacID/Building: P096-01

Date of Visit: 6/21/19

Contractor Personnel on Site:

1. Tony (2nd)
2. Tom Geestgens
3. Scott (empty)

- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

9222

- 2.
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tom Geestgens

Date: 6-21-19

Signed: Tom Geestgens

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: Mitchell Morrison SSG Date: 21 June 2019

Signed: Mitchell Morrison

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 096-01

LOCATION/RM #: 129

WO# 9372

ASSET # 3962

MECHANIC
SIGNATURE: *Scott D. Beyer*

DATE: 6/21/11

START TIME: 8:00

FINISH TIME: 8:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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.	✓		
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check that the fan runs properly in all speeds as applicable.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A N/A	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓	N/A	
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓	N/A	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	N/A	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	N/A	
10	Check coils for leaking, tightness of fittings.	✓		
11	Use fin comb to straighten coil fins as needed.	✓		

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- 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
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

W/K

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pr 096-01

LOCATION/RM #: 103

WO# 9372

ASSET # 3976

MECHANIC
SIGNATURE: *Neott*

DATE: 6/21/18

START TIME: 8:15

FINISH TIME: 8:30

OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
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.	✓	
1	Check fan blades for dust buildup and clean if necessary.	✓	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	
3	Tighten all electrical connectors to proper torque as needed.	✓	
4	Check that the fan runs properly in all speeds as applicable.	✓	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	
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.	✓	
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.	✓	

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- 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
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

✓
✓
✓
✓
✓
✓
✓
✓

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PR

096-01

MECHANIC
SIGNATURE:

Scott H. Brown

DATE: 6/21/13

LOCATION/RM #: 120

WO# 9372

ASSET # 3977

START TIME: 8:30

FINISH TIME: 8:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	✓	
4	Check fan blades for dust buildup and clean if necessary.	✓	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	
6	Tighten all electrical connectors to proper torque as needed.	✓	
7	Check that the fan runs properly in all speeds as applicable.	✓	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.	✓	
10	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	
11	Check coils for leaking, tightness of fittings. Use fin comb to straighten coil fins as needed.	✓	

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- 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
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

✓
✓
✓
✓
✓
✓
✓

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

BL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PA 096 -001

LOCATION/RM #: 104

WO# 9372

ASSET # 3978

MECHANIC
SIGNATURE:

DATE:

6/21/19

START TIME: 8:45

FINISH TIME: 9:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	✓	
1	Check fan blades for dust buildup and clean if necessary.	✓	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	
3	Tighten all electrical connectors to proper torque as needed.	✓	
4	Check that the fan runs properly in all speeds as applicable.	✓	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	
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.	✓	
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.	✓	

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- 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
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PR 096-01

LOCATION/RM #: 105

WO# 9312

ASSET # 3979

MECHANIC
SIGNATURE:
Scott P. Powers

DATE:

6/21/19

START TIME: 9:00

FINISH TIME: 9:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	✓	
1	Check fan blades for dust buildup and clean if necessary.	✓	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	
3	Tighten all electrical connectors to proper torque as needed.	✓	
4	Check that the fan runs properly in all speeds as applicable.	✓	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓	N/A
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓	N/A
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	N/A
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	N/A
10	Check coils for leaking, tightness of fittings.	✓	
11	Use fin comb to straighten coil fins as needed.	✓	

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- 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
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

✓

✓

✓

✓

✓

✓

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

BF

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pr 096-01

LOCATION/RM #: 106 WO# 9372

ASSET # 3980

MECHANIC
SIGNATURE:

START TIME: 9:15

DATE: 6/21/10

FINISH TIME: 9:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
			OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

- 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. ✓
- 4 Check fan blades for dust buildup and clean if necessary. ✓
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear. ✓
- 6 Tighten all electrical connectors to proper torque as needed. ✓
- 7 Check that the fan runs properly in all speeds as applicable. ✓
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. ✓
- 9 Lubricate mechanical connections of dampers sparingly as applicable. ✓
- 10 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. ✓
- 11 Clean coils by brushing, blowing, vacuuming, or pressure washing. ✓
- 12 Check coils for leaking, tightness of fittings. ✓
- 13 Use fin comb to straighten coil fins as needed. ✓

N/A
N/A
N/A
N/A
N/A

K00-046CMI Management Inc.

- 14 Vacuum interior of unit. ✓
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary. ✓
- 16 Change the filter as needed with the correct size and type filter. ✓
- 17 Insure that drain(s) are clear and running. ✓
- 18 Clean up work area. ✓

N/A

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

WBC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #:

PA 096-01

LOCATION/RM #:

115

WO# 9372 ASSET # 4079

MECHANIC
SIGNATURE:

START TIME:

1105

DATE:

6/26/18

FINISH TIME: 1110

ITEM/PROCEDURE	DESCRIPTION	NOTES/COMMENTS	SPECIAL INSTRUCTIONS		TO BE PERFORMED AT EACH INSPECTION/Service
			YES	NO	
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.			—	
1	Check valve for full stroke operation in both directions, if applicable.			—	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			—	
3	Clean the coil with vacuum cleaner.			—	
4	Comb the fins as needed.			—	
5	Clean all fans and motors.			—	
6	Check operation of controls and safeties.			—	
7	Lubricate as required.			—	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.			—	

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
Addit onal Notes:

PF

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 096-01

MECHANIC
SIGNATURE:

Scott Oberle

LOCATION/RM #:

100,101
102

WO# 9372

ASSET # 4546

DATE:

6/21/18

START TIME: 9:30

FINISH TIME:

9:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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"/>	
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	
4	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	N/A
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	N/A
10	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	N/A
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	N/A
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	
13	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	
14	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	
15	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	N/A
16	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	
18	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	
19	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	
20	Insure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	
21	Clean up work area.	<input checked="" type="checkbox"/>	

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- 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.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) 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 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:

3

PC

JK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: *Pr 096-07*LOCATION/RM #: *Cages* WO# *9312* ASSET # *4606*MECHANIC
SIGNATURE: *John*DATE: *6/21/13*START TIME: *1110*FINISH TIME: *1120*

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/ACTIONS (INCLUDE CONCERNING OFFICERS/GRV/DEMO/TEST)
		MANUFACTURER'S PROCEDURE	YRS. IN NO.	
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.		—	
4	Check valve for full stroke operation in both directions, if applicable.	—		
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	—		
6	Clean the coil with vacuum cleaner.	—		
7	Comb the fins as needed.	—		
8	Clean all fans and motors.	—		
9	Check operation of controls and safeties.	—		
10	Lubricate as required.	—		
11	Check all motors, belts, pulleys, shafts, etc. for alignment.	—		

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
 Addit onal Notes:

*5**PC**JG*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 096-01

LOCATION/RM #:

WO# 9322

ASSET # 4621

MECHANIC
SIGNATURE: *Scott M. Mays*

DATE: 8/21/18

START TIME: 9:45

FINISH TIME: 10:00

OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
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.	✓		
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		N/A
4	Check that the fan runs properly in all speeds as applicable.	✓		N/A
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		N/A
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		N/A
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		N/A
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		N/A
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.	✓		

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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.
14. Vacuum interior of unit.
15. Check filter door for proper gasketing and air leaks. Correct as necessary.
16. Change the filter as needed with the correct size and type filter.
17. Insure that drain(s) are clear and running.
18. Clean up work area.

N/A

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

G - pc

4621.1 FAN switch is
broken off

121

122

123

124

125

126

127

128

BK