

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

FACID Building *Upper Marlboro* MD 20773 Date of Visit: *11/2/18*

Contractor Personnel on Site:

*Patrick Donovan*

1. *Patrick Donovan* 4.  
2.  5.  
3.  6.

**Work Performed:**

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

8. FIRST WORK: *6352, 6385, 6332 + 6386*  
6. *Frezer, Water Heater, Sump Pump, Air handlers, Chiller, Dehumidifier, Flood lights, Gas fired Heaters*  
8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *11/2/18*

Signed: *Patrick Donovan*

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: *SGT Teshia Contreras* Date: *20181102*

Signed: *Teshia Contreras*

E-Mail: *teshia.s.contreras.mil@mail.mil*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: Upper Marlboro MD 20706

MECHANIC SIGNATURE: Patr. Jones

DATE: 11/2/18

LOCATION/RM #: Blg 2 WO# 6386 ASSET # 2045

START TIME: 11:35

FINISH TIME: 12:30

Task	Completed	Comments
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.	<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"/>	
4 Lubricate all moving parts.	<input checked="" type="checkbox"/>	
5 Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>	
6 Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	<input checked="" type="checkbox"/>	
7 Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	<u>all good</u>
8 Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	<u>Good</u>
9 Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	<u>all good no leak</u>

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:**