

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

FACID/Building: Gaithersburg MD013 Date of Visit: 9/6/19

Contractor Personnel on Site:

1. Patrick Donovan

2. _____

Work Performed:

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

1. 10267, 10301, 10327, 10565, 10258, 10302, 10328, 10566
Mini Splits, Grease Trap, Pumps, Radiators, Unit Heaters, Condensing Units, Vehicle Exhaust

Service Calls – Service Call Number and Description

1. CSS# _____
2. CSS# _____
3. CSS# _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 9/6/19

Signed: Patrick Donovan

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: TARA STLAURENT Date: 05 Sep 19

Signed: Tara St Laurent

E-Mail: Tara.F.St Laurent.CIV@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/DUCTLESS MINI SPLIT

SITE AND BLDG #: Gaithersburg MD 2013

LOCATION/RM #: Bldg#2 **WO#** 10258 **ASSET #** 2015

MECHANIC SIGNATURE: T. H. F.

DATE: 9/3/19

START TIME: 11:05

FINISH TIME: 11:40

Task	Description	Completed
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.	✓
10	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U.F.	✓
11	Use fin comb to straighten coil fins as needed.	✓
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.	✓