

CERTIFICATION OF WORK

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

FACID/Building: *Gaithersburg MD013* Date of Visit: *9/5/19*

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: *9/5/19*

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.StLaurent.civ@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/DUCTLESS MINISPLIT

SITE AND BLDG #: Gaithersburg MD 2013

LOCATION/RM #: 20565 **WO#** 10565 **ASSET #** 1999+2000

MECHANIC
SIGNATURE: 10/10/19

DATE: 9/19/19 **START TIME:** 1145 **FINISH TIME:** 2:40

ITEM	DESCRIPTION	NOTES
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"/> <i>all good</i>
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/> <i>done/screws</i>
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/> <i>all good</i>
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/> <i>good</i>
9	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/> <i>good</i>
10	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>
11	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>
12	Check mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/> <i>no leaks visible</i>
13	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UJI.	<input checked="" type="checkbox"/> <i>no leaks visible</i>
14	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>all good filter</i>
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Change filter</i>
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>drain clear</i>
18	Clean up work area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>area clean</i>

Note: The technician shall perform any repairs identified during PM up to \$2.50 (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

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaithersburg MD 2013LOCATION/RM #: Exterior WO# 10565 ASSET # 2001-2002MECHANIC
SIGNATURE: John StewardDATE: 9/3/19START TIME: 1:45FINISH TIME: 2:45

Task	Completed	Notes
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 outage of unit with personnel in area the unit serves.	✓	
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 If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓	
1 Remove debris from air screen and clean underneath unit.	✓	
2 Wash coil with coil cleaning solution - Rinse Thoroughly	✓	done
3 Straighten fin tubes with fin comb, as needed.	✓	done
4 Check electrical connections for tightness.	✓	checked
5 Check mounting base for tightness.	✓	checked
6 Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	all good
7 Inspect all piping for leaks and tighten loose connections.	✓	all good
8 Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	no problems found
9 Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	good
10 Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	good
11 Clean up work area.	✓	done

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: