

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. 10257, 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: [Signature]

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: [Signature]

E-Mail: Tara.F.Stlaurent.civ@mail.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Callthasburg MD 2013MECHANIC SIGNATURE: [Signature]DATE: 9/8/19LOCATION/RM #: #565 WO# 10565 ASSET # 1999+2000START TIME: 1145FINISH TIME: 2:40

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"/>		
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		good
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		all good
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		done
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		done/good
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		all good
6	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/>		good
7	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		done
8	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		
9	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U/I.	<input checked="" type="checkbox"/>		No leaks visible
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		done
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		No leaks visible
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		good
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		all good
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>		done
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		done

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.	✓			all good change filter
17	Insure that drain(s) are clear and running.	✓			done
18	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: General Maintenance Worker

Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaitersburg MD 2013MECHANIC  
SIGNATURE: [Signature]DATE: 9/3/19LOCATION/RM #: Estefal WO# 10565 ASSET # 2001-2002START TIME: 1:45FINISH TIME: 2:45

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 outage of unit with personnel in area the unit serves.	<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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>			
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>			done
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>			done
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>			good
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>			all good
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>			all good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>			all good
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>			no leaks / done
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>			good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>			good 61° + 10°
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>			good / done
11	Clean up work area.	<input checked="" type="checkbox"/>			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: