

### CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg MDO13 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: [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 #: Gaithersburg MD013MECHANIC SIGNATURE: [Signature] DATE: 6/5/19LOCATION/RM #: Blg #2 WO# 1056 ASSET # 2015START TIME: 2:00FINISH TIME: 2:30

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

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

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: