

## CERTIFICATION OF WORK

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

FACID/Building: *Gaithersburg MD 03* Date of Visit: *12/3/19*

Contractor Personnel on Site:

1. *Patrick Donovan* 2.

### Work Performed:

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

1. *11320, 11352, 11321, 11353 Pumps, Radiators, MiniSplits, Grease Trap, Vehicle Exhaust System*

### 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: *12/3/19*

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 ST LAURENT GS-11* Date: *03 Dec 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 MD 2013

**LOCATION/RM #:** 21000 Rm. WO# 11320 **ASSET #** 19994200

**MECHANIC**  
**SIGNATURE:** John

**DATE:** 12/2/19

**START TIME:** 6:55 **FINISH TIME:** 6:55

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
1	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.			<u>Done</u>
2	Check fan blades for dust buildup and clean if necessary.	<u>✓</u>		<u>all good</u>
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	<u>✓</u>		<u>all good</u>
4	Tighten all electrical connectors to proper torque as needed.	<u>✓</u>		<u>all tight</u>
5	Check that the fan runs properly in all speeds as applicable.			<u>Done good</u>
6	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check seal, repair or replace as necessary.			<u>all good</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.			
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<u>✓</u>		<u>no leaks visible</u>
9	Clean coils by brushing, blowing, vacuuming.	<u>✓</u>		<u>done</u>
10	Check coils for leaking, tightness of fittings.	<u>✓</u>		<u>no leaks visible</u>
11	Use fin comb to straighten coil fins as needed.	<u>✓</u>		<u>done</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<u>✓</u>		<u>all good</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	<u>✓</u>		<u>done good</u>
14	Vacuum interior of unit.	<u>✓</u>		<u>done</u>
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<u>✓</u>		<u>all good</u>
16	Change the filter as needed with the correct size and type filter. Annual Replace	<u>✓</u>		<u>Filter get checked Quarterly Filter cleaned</u>
17	Ensure that drain(s) are clear and running. -Install condensate tablet			<u>all good</u>
18	Clean up work area. - Record humidity level in area			<u>Humidity 32 % 436 %</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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		YES	NO	
	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:			