

CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg MD03 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, Mini Splits, 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 2013MECHANIC SIGNATURE: [Signature]DATE: 12/3/19LOCATION/RM #: Blg#2 WO# 11321 ASSET # 2015START TIME: 1:45FINISH TIME: 2:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>		
2	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		None
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		None
4	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		None
5	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		None
6	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		None
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		None
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UJ.	<input checked="" type="checkbox"/>		None
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		None
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		None
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		None
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		None
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>		None
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		None
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>		None
16	Change the filter as needed with the correct size and type filter. Annual Replace	<input checked="" type="checkbox"/>		Filter gets checked Quarterly
17	Inspect that drain(s) are clear and running. Install condensate tablet	<input checked="" type="checkbox"/>		None
18	Clean up work area - Record Humidity level in area	<input checked="" type="checkbox"/>		Humidity 35%

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 YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
----------------	------------------------	-------------------------	---

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: