

## CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg MD 20878 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: Pat

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: Tara

E-Mail: tara.f.stlaurent.civ@mail.mil

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

**SITE AND BLDG #:** Griffithsburg MD 2013

**LOCATION/RM #:** Blg#2    **WO#** 11321    **ASSET #** 2015

**MECHANIC  
SIGNATURE:** Pat

**DATE:** 12/3/19

**DATE:** 12/3/19

**START TIME:** 7:45

**FINISH TIME:** 8:10

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