

## CERTIFICATION OF WORK

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

FacID/Building: Gainesburg MD013 Date of Visit: 3/4/2020

Contractor Personnel on Site:

1. Patrick Donovan

2.

### Work Performed:

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

1. 11810, 11853, 11873, 11894, 11811, 11854, 11874, 11895  
Mini Splits, Grease Trap, Hot water pumps, Radiators, unit Heaters, Cond. Units, 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: 3/4/2020

Signed: Patrick Donovan

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: 3 MAR 2020

Signed: Tara St Laurent

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

**SITE AND BLDG #:** Gaithersburg MD013 **LOCATION/RM #:** Large Area Kitchen **WO#:** 11873 **ASSET #:** 1990-1991 **MECHANIC SIGNATURE:** T. J. S. **DATE:** 3/23/2020 **START TIME:** 10:25 **FINISH TIME:** 11:50

CHECK LIST	DESCRIPTION	NOTES		ACTIONS
		NOTES	INSTRUCTIONS	
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.			
2	Schedule shutdown with operating personnel.			
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.			
1	Check valve for full stroke operation in both directions, if applicable.	✓		<i>Done / good</i>
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		<i>Valve no leaks detected</i>
3	Clean the coil with vacuum cleaner.	✓		<i>Done</i>
4	Comb the fins as needed.	✓		<i>Done</i>
5	Clean all fans and motors.	✓		<i>Done</i>
6	Check operation of controls and safeties.	✓		<i>Done</i>
7	Lubricate as required.	✓		<i>Done / good</i>
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		<i>aligned</i>

**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**  
**UNIT HEATER, INFRA-RED, RADIANT, GAS**

**SITE AND BLDG #:** Great Thessburg MDOR

MECHANIC  
 SIGNATURE: 

DATE: 3/3/2020

**LOCATION/RM #:** Mechanic WO# 11823 ASSET # 1997

START TIME: 9:15

FINISH TIME: 9:40

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		<b>YES</b>	<b>NO</b>	
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical or thermal energy prior to beginning work.	✓		
1	For gas/oil heaters:			
	1. Remove access panels if applicable.	✓		Done/No leaks detected
	2. Check the fire box liner or refractory for cracks and leaks.	✓		Done
	3. Check all gas lines for leaks. Repair as needed.	✓		Done
2	Clean dirt from heater, vacuuming is preferred.	✓		Done
3	Check operation of gas valve.	✓		Done
4	Check for gas leaks.	✓		Done/No leaks detected
5	Check operation of thermostat.	✓		Done/oper
6	If applicable, replace primary air intake filter.	NA		
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		Done
8	Inspect flue pipe and connections.	✓		Done back
9	If applicable, inspect and clean outside air blower and blower intake.	✓		Done
10	Inspect unit for proper operation.	✓		Done
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		Done

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To be performed by: HVAC Technician

**Additional Notes:**