

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 waterpumps, 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
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Gaithersburg MD03

LOCATION/RM #: Server Room **ASSET #** 1999-2000

START TIME: 11:45

FINISH TIME: 12:45

MECHANIC SIGNATURE: John P. S.

DATE: 3/2/2020

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED 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.	✓		
2	Check fan blades for dust buildup and clean if necessary.	✓		<u>done</u>
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		<u>done</u>
4	Tighten all electrical connectors to proper torque as needed.	✓		<u>done</u>
5	Check that the fan runs properly in all speeds as applicable.	✓		<u>done</u>
6	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		<u>done</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		<u>done</u>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UF.	✓		<u>done all cool</u>
9	Clean coils by brushing, blowing, vacuuming	✓		<u>done</u>
10	Check coils for leaking, tightness of fittings.	✓		<u>done</u>
11	Use fin comb to straighten coil fins as needed.	✓		<u>done</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		<u>done</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		<u>all good</u>
14	Vacuum interior of unit.	✓		<u>all good</u>
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓		<u>all good</u>
16	Change the filter as needed with the correct size and type filter. Annual Replace	✓		<u>filter gets checked quarterly</u> <u>Changed Filters</u>
17	Ensure that drain(s) are clear and running. Install condensate tablet	✓		<u>done</u>
18	Clean up work area. Record humidity level in area	✓		<u>Humidity = 33.5 % + 34 %</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
exceeding \$250	open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaithersburg MD 2013

MECHANIC SIGNATURE: 

DATE: 3/2/2020

LOCATION/RM #: Exterior Back **WO#** 1/894 **ASSET #** 2001-2002

START TIME: 10:05

FINISH TIME: 11:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
5	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
6	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
7	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
8	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
9	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
10	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good no leaks detected</i>
11	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				Room temp <u>70</u> * Room Humidity <u>30</u> %
				coil temp <u>69</u> * coil humidity <u>32</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 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: HVAC Technician

Additional Notes: