

### CERTIFICATION OF WORK

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

FACID/Building: Guthrieburg 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 Split, 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: [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 STLAURENT

Date: 3 MAR 2020

Signed: [Signature]

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

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

SITE AND BLDG #: Gaithersburg 112013MECHANIC SIGNATURE: DATE: 3/2/2020LOCATION/RM #: Server Rm + 11894 ASSET # 1999-2000START TIME: 11:45FINISH TIME: 12:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS	
		YES	NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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"/>		done	
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		done / all good	
4	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		done / good	
5	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		done / good	
6	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		done / all good	
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		done	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UFI.	<input checked="" type="checkbox"/>		done / no leaks detected	
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		done / good	
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		done / no leaks detected	
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		done	
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		all good	
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	<input checked="" type="checkbox"/>		all good	
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		done	
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>		all good	
16	Change the filter as needed with the correct size and type filter. Annual Replace	<input checked="" type="checkbox"/>		Filter gaskets checked quarterly. Replaced Filters	
17	Inspect that drain(s) are clear and running. -Install condensate tablet	<input checked="" type="checkbox"/>		done	
18	Clean up work area. -Record Humidity level in area	<input checked="" type="checkbox"/>		Humidity 33.5 % + 24%	

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:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaithersburg MD013

MECHANIC SIGNATURE: [Signature]

DATE: 3/2/2020

LOCATION/RM #: Exterior Back WO# 11894 ASSET # 2001-2002

START TIME: 9:45 1:05 FINISH TIME: 9:45 1:55

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"/>	
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done / good
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done / good
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done / good
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done / all good
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no leaks detected
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Room temp 70 * Room Humidity 30 %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
11	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / all good

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: