

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, 11864, 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 MD013MECHANIC SIGNATURE: [Signature]DATE: 3/2/2020LOCATION/RM #: Server Rm + Sympnet Rm W/O# 11894 ASSET # 1999-2000START TIME: 11:45FINISH TIME: 12:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓		done
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		done/all good
3	Tighten all electrical connectors to proper torque asneeded.	✓		done
4	Check that the fan runs properly in all speeds as applicable.	✓		done/good
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		done/all good
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		done
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		done/no leaks detected
9	Clean coils by brushing, blowing, vacuuming	✓		done/good
10	Check coils for leaking, tightness of fittings.	✓		done/no leaks detected
11	Use fin comb to straighten coil fins as needed.	✓		done
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		all good
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		all good
14	Vacuum interior of unit.	✓		done
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓		all good
16	Change the filter as needed with the correct size and type filter. Annual Replace	✓		Filter gets checked Quarterly cleaned Filters
17	Insure that drain(s) are clear and running.-Install condensate tablet	✓		done
18	Clean up work area. -Record Humidity level in area			Humidity 33.5 % + 34 %

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 MD013MECHANIC
SIGNATURE: [Signature]DATE: 3/2/2020LOCATION/RM #: Exterior Back WO# 11894 ASSET # 2001-2002START TIME: 11:05FINISH TIME: 1:55

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule outage of unit with personnel in area the unit serves.	✓		
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.	✓		
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	✓		Done
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		Done / good
3	Straighten fin tubes with fin comb, as needed.	✓		Done
4	Check electrical connections for tightness.	✓		Done / all good
5	Check mounting base for tightness.	✓		Done
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		all good
7	Inspect all piping for leaks and tighten loose connections.	✓		No leaks detected
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		all good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity	✓		Room temp <u>70</u> ° Room Humidity <u>30</u> % <u>69</u> ° <u>32</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		done / all good
11	Clean up work area.	✓		done

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: