

CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg 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 ST LAURENT

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 MD013

LOCATION/RM #: Bldg 2 **WO#** 11895 **ASSET #** 2015

2015

START TIME: 11:40

FINISH TIME: 12:10

MECHANIC
SIGNATURE: 

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.	✓		done/typo
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		all good
4	Tighten all electrical connectors to proper torque as needed.	✓		done
5	Check that the fan runs properly in all speeds as applicable.	✓		done
6	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		done
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.	✓		no leaks detected
9	Clean coils by brushing, blowing, vacuuming	✓		done
10	Check coils for leaking, tightness of fittings.	✓		done
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.	✓		done
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.	✓		done
16	Change the filter as needed with the correct size and type filter. Annual Replace	✓		done Filter gets checked Quarterly After Filter
17	Ensure that drain(s) are clear and running. -Install condensate tablet	✓		done
18	Clean up work area. -Record Humidity level in area	✓		Humidity 36 %

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:			