

PREVENTIVE MAINTENANCE CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FAC ID Building: *Gaithersburg MD013* Date of Visit: *3/6/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

Work Performed:

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

5. TEST WO# *7624, 7727, 7823, 7628, 7731, 7827*

6. *Grease Trap, Hot Water Pump, Baseboard radiators, Unit Heaters,*
7. *Mini Splits, Condensing units, overhead Vehicle Exhaust systems,*

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/6/19*

Signed: *[Signature]*

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: *TARA STLAURENT*

Date: *3/6/19*

Signed: *[Signature]*

E-Mail: *TARA.F.STLAURENT.CN@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRARED, RADIANT, GAS

SITE AND BLDG #: Callersburg MD013

MECHANIC SIGNATURE: [Signature]

DATE: 3/6/19

LOCATION/RM #: Bldg #2 WO# 7731 ASSET # 2013

START TIME: 11:00

FINISH TIME: 11:20

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.	<input checked="" 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"/>		
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>		Gas/Good
2	Clean dirt from heater. Vacuuming is preferred.	<input checked="" type="checkbox"/>		Clean/Good
3	Check operation of gas valve.	<input checked="" type="checkbox"/>		Good
4	Check for gas leaks.	<input checked="" type="checkbox"/>		No leaks detected
5	Check operation of thermostat.	<input checked="" type="checkbox"/>		Good
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	N/A	
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>		Good/Spark
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>		Good
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>		Good/Good
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		Good
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		Good/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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRARED, RADIANT, GAS

SITE AND BLDG #: Gallatinburg MP013

MECHANIC SIGNATURE: [Signature]

DATE: 3/4/19

LOCATION/RM #: Blg # 2 WO# 7731 ASSET # 2014

START TIME: 12:10

FINISH TIME: 12:20

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.	<input checked="" 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"/>			
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>			
2	Clean dirt from heater. vacuuming is preferred.	<input checked="" type="checkbox"/>			Good
3	Check operation of gas valve.	<input checked="" type="checkbox"/>			Good
4	Check for gas leaks.	<input checked="" type="checkbox"/>			No leaks detected
5	Check operation of thermostat.	<input checked="" type="checkbox"/>			Good
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>			Good
7	As needed, clean spark electrode and reset gap, replace if necessary.	<input checked="" type="checkbox"/>			Good
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>			Good
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>			Good
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>			Good
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>			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:

Signature of Maint Record