

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

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

Contractor Personnel on Site:

Patrick Donovan

4.

5.

6.

7.

8.

Work Performed:

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

5. First Work *7624, 7727, 7823, 7628, 7731, 7827*
6. *Grease Trap, Hot Water Pump, Baseboard radiators, Unit Heaters, 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: *TD*

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 ST LAURENT*

Date: *3/6/19*

Signed: *TSL*

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Gaithersburg MD 2013

LOCATION/RM #: Blg#2 **WO#** 7827 **ASSET #** 2015

**MECHANIC
SIGNATURE:** Bob T. Lee

DATE: 3/6/19

START TIME: 9:30

FINISH TIME: 10:50

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	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	
3	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"/>	
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	<u>all good</u>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<u>good</u>
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	<u>good</u>
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	<u>good</u>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<u>good</u>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<u>good</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	<u>done</u>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	<u>no leak detected</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<u>Coils cleaned</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<u>No leaks detected</u>
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	<u>done</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	<u>good</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	<u>good</u>
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<u>done/ Clean</u>

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>
18	Clean up work area.	<input checked="" type="checkbox"/>

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: General Maintenance Worker

Additional Notes:

Filters Clean