

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: 4/1/19

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. LIST WO# 8184, 8212

6. Thermostats Bldg #2 + #3


8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 4/1/19

Signed: 

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: Frank Harzels MSJ Date: 1 April 2019

Signed: 

E-Mail: Franklin.E.Harzels@4.mil.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **THERMOSTATS**

SITE AND BLDG #: Caithersburg MD 2013

MECHANIC SIGNATURE: [Signature]

DATE: 4/11/19

LOCATION/RM #: Bldg #3 WO# 8212 ASSET # 1187

START TIME: 12:00

FINISH TIME: 12:15

SPECIAL INSTRUCTIONS			
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.	<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"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.	N/A	16 EMS in Bldg # 200 # 3
2	Review all zone set points at the server.	N/A	16 EMS in Bldg # 200 # 3
3	Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.	<input checked="" type="checkbox"/>	Good
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	<input checked="" type="checkbox"/>	done
5	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.	N/A	
6	If applicable, replace battery as needed.	N/A	

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: