

CERTIFICATION OF WORK

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

FACID/Building: Garthreesburg MD-013 Date of Visit: 6/5/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 8855, ~~8885~~, 8885, 8931, 8856, 8932, 8887

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: 6/5/19

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 St-Laurent GS-11 Date: 05 Jun 19

Signed: [Signature]

E-Mail: Tara.F.St-Laurent.civ@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Gaithersburg MD013
LOCATION/RM #: Bldg# 2 WO# 8856 ASSET # 2015

MECHANIC SIGNATURE: [Signature] DATE: 6/8/14
START TIME: 8:15 FINISH TIME: 8:45

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

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓			Filter clean
16	Change the filter as needed with the correct size and type filter.	✓			Filter clean
17	Insure that drain(s) are clear and running.	✓			all good
18	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: General Maintenance Worker

Additional Notes: