

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

FACID/Building: Gaithersburg 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, 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: Tara

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: 05Jun19

Signed: Tara

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

**SITE AND BLDG #:** GranThesburg MD013

**LOCATION/RM #:** Blg#2 **WO#** 8856 **ASSET #** 2015

**MECHANIC  
SIGNATURE:** John Doe

**DATE:** 6/8/19

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

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