

**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:

1. Patrick Donovan

4.

5.

5.

6.

6.

**Work Performed:**

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

5. LIST WORK: 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 ST LAURENT

Date: 3/6/19

Signed

[Signature]

E-Mail: TARA.F.STLAURENT.CW@mail.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: Cartersburg MD13 MECHANIC SIGNATURE: [Signature] DATE: 3/1/19  
LOCATION/RM #: 7/134 WO# 7727 ASSET # 1950+1991 START TIME: 1145 FINISH TIME: 2:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		YES	NO	
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"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	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"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good/clean</u>
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>clean</u>
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>

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:

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

SITE AND BLDG #: Gaithersburg MD013  
LOCATION/RM #: Mechanical Room WO# 7727 ASSET # 1997

MECHANIC SIGNATURE: [Signature] DATE: 3/4/19  
START TIME: 10:00 FINISH TIME: 10:20

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.	/		
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.	/		<u>Signed &amp; dated Maintenance Record Tag</u>
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.	/		<u>done good</u>
2	Clean dirt from heater. vacuuming is preferred.	/		<u>good</u>
3	Check operation of gas valve.	/		<u>good</u>
4	Check for gas leaks.	/		<u>no leaks detected</u>
5	Check operation of thermostat.	/		<u>good</u>
6	If applicable, replace primary air intake filter.	/	<u>N/A</u>	
7	As needed, clean spark electrode and reset gap, replace if necessary.	/		<u>good</u>
8	Inspect flue pipe and connections.	/		<u>good</u>
9	If applicable, inspect and clean outside air blower and blower intake.	/	<u>N/A</u>	
10	Inspect unit for proper operation.	/		<u>good</u>
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		<u>good</u>

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: