

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 J. 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 J. Donovan Date: 6/5/19

Signed: TJ

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 St-Laurent

E-Mail: Tara.F.StLaurent.civ@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
KITCHEN HOOD

ACTIVITY AND BLDG #: **Gaithersburg MD 013**

LOCATION/RM #: **Kitchen** WO# **8885** ASSET # **11624/11628**

START TIME: **12:30** FINISH TIME: **1:05**

MECHANIC
SIGNATURE: 

DATE: **6/5/19**

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"/>	
1	Clean all accessible surfaces thoroughly.	<input checked="" type="checkbox"/>	<i>Done</i>
2	Check all louvers and dampers. If dampers must be moved to ensure complete cleaning, ensure they will be marked and returned to their original position to prevent unbalancing the system.	<input checked="" type="checkbox"/>	<i>Done</i>
3	Clean and/or replace filters, if applicable.	<input checked="" type="checkbox"/>	<i>No filters</i>
4	Ensure unit is operating properly, not any deficiencies.	<input checked="" type="checkbox"/>	<i>Good</i>

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:

Kitchen in not in use. Used as storage area.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

EXHAUST FANS

SITE AND BLDG #: *Guthersburg* MD 213

MECHANIC
SIGNATURE

DATE: 6/3/19

CHECK POINT	ACTION DESCRIPTION	STATUS/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.	✓	
2	Schedule shutdown with operating personnel, as needed.	✓	
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.	✓	
	INITIAL INSPECTION		
1	Clean unit, especially fan blades.	✓	
2	Inspect pulleys, belts, couplings, etc.: adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	✓	
3	Perform required lubrication and remove old or excess lubricant.	✓	
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	✓	
5	Check structural members, vibration eliminators, and flexible connections.	✓	
6	Check fan housing to ensure there is no damage and the housing is tight.	✓	
7	Start unit and check for vibration and noise.	✓	
	RE-INSPECTION		
	ALL GOOD		
	CLEAN		
	DONE		
	ALL GOOD		
	CLEAN		
	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

onal Notes:
~~Art~~ 1167 ✓

1891

1169

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