

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

FacID Building: *Upper Marlboro MD016* Date of Visit: *3/8/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

2.

5.

3.

6.

**Work Performed:**

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

5. **LIST WORK** *7679, 7772, 7832, 7555, 7632, 7836*

6. *Circulating Pumps, Unit Heaters, Mini Split Systems,  
Condensing unit, Flood light, Overhead Vehicle Exhaust*

8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/8/19*

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: *Richard L Parker CTR* Date: *20190308*

Signed

E-Mail: *Richard.L.Parker.8.CTR@miti.mil*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, ELECTRIC**

**SITE AND BLDG #:** Upper Mackboro MPOB  
**LOCATION/RM #:** Storage Mech WO# 7772 ASSET # 20289 RM.

MECHANIC SIGNATURE: John Lutz DATE: 3/5/19  
 START TIME: 11:35 FINISH TIME: 12:10

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	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"/>
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/> <i>done self assed</i>
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/> <i>all good</i>
5	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	<input checked="" type="checkbox"/> <i>good</i>
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/> <i>good</i>
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/> <i>good</i>
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/> <i>done</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: HVAC Technician

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

**UNIT HEATER, HOT WATER**

**SITE AND BLDG #:** Upper Marlboro MD 20746

**LOCATION/RM #:** Mechanical Room WO# 2772 ASSET # 2025

**MECHANIC SIGNATURE:** John Ladd **DATE:** 3/1/19

**START TIME:** 10:20 **FINISH TIME:** 11:30

ITEM #	DESCRIPTION	INSPECTION		NOTES / ACTIONS
		TESTED	AD	
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.	/	/	
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.	/	/	
1	Check valve for full stroke operation in both directions, if applicable.	/	/	<i>good</i>
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	/	/	<i>good/no leaks visible</i>
3	Clean the coil with vacuum cleaner.	/	/	<i>Cleaned</i>
4	Comb the fins as needed.	/	/	<i>done</i>
5	Clean all fans and motors.	/	/	<i>done/good</i>
6	Check operation of controls and safeties.	/	/	<i>done/good</i>
7	Lubricate as required.	/	/	<i>done</i>
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	/	/	<i>aligned</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:**