

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.

5.

5.

6.

6.

Work Performed:

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

7. LIST WO# *7679, 7772, 7832, 7555, 7632, 7836*
8. *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 *[Signature]*

E-Mail: *Richard.L.Parker8.ctr@nrl.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #: Upper Harbor MPD 16

MECHANIC SIGNATURE: [Signature] DATE: 3/7/19

LOCATION/RM #: 78332 WO# 78332 ASSET # 2037

START TIME: 8:45 FINISH TIME: 9:10

| CHECK POINT | CHECKING DESCRIPTION | TASK COMPLETION | | 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 and coordinate work 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 BY THE INSPECTION SERVICE | | | | |
| 1 | Open and tag switch. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Done</u> |
| 2 | Inspect visual condition of wiring. Look for evidence of overheating. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Good</u> |
| 3 | Check for proper light operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Good</u> |
| 4 | Test operation of automatic switches/ time clock <u>photocells</u> applicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Good</u> |
| 5 | Inspect light pole and mounting devices for deficiencies. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Good</u> |
| 6 | For any noted deficiency, takes pictures and open corrective maintenance ticket. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Done</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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Upper Marlboro MD 206 MECHANIC SIGNATURE: [Signature] DATE: 3/8/19
 LOCATION/RM #: See notes WO# 7832 ASSET # See notes START TIME: 12:40 FINISH TIME: 1:40

| | | | | |
|----|--|-------------------------------------|--|------------------|
| 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"/> | | Good |
| 2 | Schedule shutdown with operating personnel, as needed. | <input checked="" type="checkbox"/> | | all good |
| 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"/> | | all good |
| 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"/> | | all good |
| 4 | Check that the fan runs properly in all speeds as applicable. | <input checked="" type="checkbox"/> | | all good |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | <input checked="" type="checkbox"/> | | all good |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | <input checked="" type="checkbox"/> | | all good |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. | <input checked="" type="checkbox"/> | | all good |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UFI. | <input checked="" type="checkbox"/> | | No leaks visible |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | <input checked="" type="checkbox"/> | | No leaks visible |
| 10 | Check coils for leaking, tightness of fittings. | <input checked="" type="checkbox"/> | | done |
| 11 | Use fin comb to straighten coil fins as needed. | <input checked="" type="checkbox"/> | | Good |
| 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"/> | | all good |
| 14 | Vacuum interior of unit. | <input checked="" type="checkbox"/> | | |

FILTER REPLACEMENT

Upper Marlboro MD 20786

DATE: 10/10/2000

3/8/19

START TIME: 12:40

FINISH TIME: 1:40

all letters cleared

performed by: **GMW Additional Notes**