

CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: ^{Upper} Marlboro MDO16 Date of Visit: 6/7/19

Contractor Personnel on Site:

1. Patrick Donovan
- 2.

Work Performed:

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

1. U.O.#'s 8857, 8888, 8945, 8954, 8889, 8914, 8933

Service Calls – Service Call Number and Description

1. CSS#
2. CSS#
3. CSS#

CERTIFICATION OF WORK

To be signed by the Contractor:

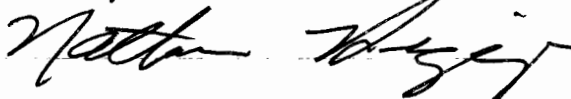
Print Name: Patrick Donovan Date: 6/7/19

Signed: 

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:

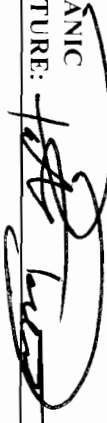
Print Name/Rank: NATHAN RIGNEY Date: 6/7/19

Signed: 

E-Mail:

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

SITE AND BLDG #: Upper Marlboro MD 2016
LOCATION/RM #: Throughst Bldg #1 **WO#** 8854 **ASSET #** not

MECHANIC SIGNATURE:  **DATE:** 6/17/19
START TIME: 11:00 **FINISH TIME:** 12:20

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

