

CERTIFICATION OF WORK

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

FACID/Building: Upper Marlboro MD016 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. W.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: Patricia J. ...

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 RIGGEE Date: 6/7/19

Signed: Nathan R. Riggie

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Upper Marlboro MD016

LOCATION/RM #: Thermostat **BLDG #1** **WO#** 8854 **ASSET #** see notes

MECHANIC
SIGNATURE: John Lutz

DATE: 6/7/19

START TIME: 11:00

FINISH TIME: 12:20

ITEM	DESCRIPTION	NOTES
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	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>
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"/>
4	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/> <i>spare</i>
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/> <i>all year</i>
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/> <i>done</i>
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/> <i>all year</i>
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/> <i>done</i>
9	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/> <i>done</i>
10	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>
11	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/> <i>done</i>
12	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/> <i>No leaks visible</i>
13	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/> <i>No leaks visible</i>
14	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/> <i>done</i>
		<i>all good</i>
		<i>done</i>
		<i>done</i>

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	Completed
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	Completed
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	Completed
18	Clean up work area.	<input checked="" type="checkbox"/>	Cleaned

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Asset # 2026 ✓ good
2027 ✓ good
2029 ✓ good

Units are turned off due to Blg.
Being vacated.