

### 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: Patrick Donovan

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 Riggie

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

**SITE AND BLDG #:** Upper MacKisco MDot      **MECHANIC SIGNATURE:** John H. Hause      **DATE:** 6/6/19  
**LOCATION/RM #:** Blg#2      **WO#** 8889      **ASSET #** 1200      **START TIME:** 10:00      **FINISH TIME:** 10:30

CHECK LIST	DESCRIPTION	PERFORMED	NOTES/COMMENTS
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"/>	<i>checked &amp; dated Maint. Plan</i>
2	Schedule shutdown with operating personnel, as needed.	<input checked="" 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"/>	
4	Clean unit, especially fan blades.	<input checked="" type="checkbox"/>	<i>done</i>
5	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	<input checked="" type="checkbox"/>	<i>all good</i>
6	Perform required lubrication and remove old or excess lubricant.	<input checked="" type="checkbox"/>	<i>done</i>
7	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	<input checked="" type="checkbox"/>	<i>done</i>
8	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	<input checked="" type="checkbox"/>	<i>all good</i>
9	Start unit and check for vibration and noise.	<input checked="" type="checkbox"/>	<i>all good</i>
10	Remove all trash and debris.	<input checked="" type="checkbox"/>	

**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:**