

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

FACID Building: Riverdale MDO20 Date of Visit: 12/14/18

Contractor Personnel on Site:

1. Patrick Donovan

4.

5.

5.

6.

6.

**Work Performed:**

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

5. LIST WORK: 6784, 6800, 6785 Hot Water  
6. Pumps, Grease Trap, Baseboard radiators, Electric Heater,  
Fan Coils, overhead exhaust removal, Infrared Radiant  
8. Heaters

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 12/14/18

Signed

[Signature]

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:

BRITTANY MARIE PRATT /SGT Date: 2018 Q14

Signed

[Signature]

E-Mail: brittany.m.devlin.mil@mail.mil

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **VEHICLE EXHAUST REMOVAL**

**SITE AND BLDG #:** Pericle MD020  
**LOCATION/RM #:** Bldg #2 **WO#** 6785 **ASSET #** 1552

**MECHANIC SIGNATURE:** [Signature] **DATE:** 12/10/18  
**START TIME:** 2:15 **FINISH TIME:** 2:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (IF TASK COMPLETE, CHECKBOX NO. PROVIDE EXPLANATION)
		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.	<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.			<u>Signed &amp; dated Maint. Rec. Tag.</u>
<b>TO BE COMPLETED BY THE INSPECTION SERVICE</b>				
1	Start and stop fan with local switch	<input checked="" type="checkbox"/>		<u>Good</u>
2	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>		<u>Lubed all good</u>
3	Inspect, adjust belts and pulleys. Replace belt as needed.	<input checked="" type="checkbox"/>		<u>Clear</u>
4	Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	<input checked="" type="checkbox"/>		<u>Good</u>
5	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>		<u>Clear</u>
6	Clean fan as needed.	<input checked="" type="checkbox"/>		<u>Good</u>
7	Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	<input checked="" type="checkbox"/>		<u>Good</u>
8	Repair as needed			

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:

Bldg 2 is used as storage for works fine

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **UNIT HEATER, INFRARED, RADIANT, GAS**

SITE AND BLDG #: Riverside MD2020

MECHANIC SIGNATURE: [Signature]

DATE: 12/10/18

LOCATION/RM #: Bldg #2 WO# 6785 ASSET # 2091

START TIME: 2:45

FINISH TIME: 3:15

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	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	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	✓		<u>Good</u>
2	Clean dirt from heater. Vacuuming is preferred.	✓		<u>Good</u>
3	Check operation of gas valve.	✓		<u>Good</u>
4	Check for gas leaks.	✓		<u>No leaks detected</u>
5	Check operation of thermostat.	✓		<u>Good</u>
6	If applicable, replace primary air intake filter.	✓		<u>OK</u>
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		<u>Done/Good</u>
8	Inspect flue pipe and connections.	✓		<u>Good</u>
9	If applicable, inspect and clean outside air blower and blower intake.	✓		<u>Good</u>
10	Inspect unit for proper operation.	✓		<u>Good</u>
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		<u>OK</u>

Bldg. #2 used as Storage

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: