

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

FACID Building: Riverdale MD020 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.)


- 1. LIST WORK: 6784, 6800, 6785 Hot Water
- 2. Pumps, Grease Trap, Baseboard radiators, Electric Heater,
- 3. Fan Coils, overhead exhaust removal, Infrared Radiant
- 4. Heaters

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 12/14/18

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: BRITTANY MARIE PRATT /SGT Date: 2018 Q14

Signed: 

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

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

SITE AND BLDG #:

Riverdale M2020

MECHANIC SIGNATURE:

[Signature]

DATE:

12/10/12

LOCATION/RM #:

Therapist Bldg

WO#

6800

ASSET #

504 poles

START TIME:

9:00

FINISH TIME:

2:45

| | | | | | |
|----|--|----------|--|--|--|
| 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. | <i>/</i> | | | |
| 2 | Schedule shutdown with operating personnel as needed. | <i>/</i> | | | |
| 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. | <i>/</i> | | | <i>Signed & dated all have yellow tags</i> |
| 1 | Check fan blades for dust buildup and clean if necessary. | <i>/</i> | | | <i>Done</i> |
| 2 | When applicable, check fan blades and moving parts for cracks and excessive wear. | <i>/</i> | | | <i>Done</i> |
| 3 | Tighten all electrical connectors to proper torque as needed. | <i>/</i> | | | <i>Done / good</i> |
| 4 | Check that the fan runs properly in all speeds as applicable. | <i>/</i> | | | <i>all checked</i> |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | <i>/</i> | | | <i>Done</i> |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | <i>/</i> | | | <i>1/2 leaks visible</i> |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. | <i>/</i> | | | <i>Done</i> |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | <i>/</i> | | | <i>Done</i> |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | <i>/</i> | | | <i>Done</i> |
| 10 | Check coils for leaking, tightness of fittings. | <i>/</i> | | | <i>Done</i> |
| 11 | Use fin comb to straighten coil fins as needed. | <i>/</i> | | | <i>Done</i> |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | <i>/</i> | | | <i>all good</i> |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. | <i>/</i> | | | <i>Done</i> |
| 14 | Vacuum interior of unit. | <i>/</i> | | | <i>Done</i> |

