

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

FACID Building: Riverdale MD 2020 Date of Visit: 12/14/18

Contractor Personnel on Site:

Patrick Donovan

8

6

4

5

6

Work Performed:

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

- 1. E&I WOrk 6784, 6800, 6785 Hot Water
- 2. Pumps, Grease Trap, Baseboard radiators, Electric Heater, Fan Coils, overhead exhaust removal, Infrared Radiant
- 3. Heaters

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 12/14/18

Signed: Patricia J. Devlin

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: Brittany Marie Pratt

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Riverdale*  
*MD, 20*

MECHANIC  
SIGNATURE:

DATE: 12/10/14

Pre-Operation Inspection		Pre-Operation Test	
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.	✓	
4	Check fan blades for dust buildup and clean if necessary.	✓	Done
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	Done
6	Tighten all electrical connectors to proper torque as needed.	✓	Done
7	Check that the fan runs properly in all speeds as applicable.	✓	Done
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as needed.	✓	Not checked
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓	Done
10	Lubricate mechanical connections of dampers sparingly as applicable.	✓	Done
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	Valve leak visible
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	Cleaning off, coils leak visible
13	Check coils for leaking, tightness of fittings.	✓	Tight
14	Use fin comb to straighten coil fins as needed.	✓	Not checked
15	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	Not checked
16	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓	Done
17	Vacuum interior of unit.	✓	Done

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓
16	Change the filter as needed with the correct size and type filter.	✓
17	Ensure that drain(s) are clear and running.	✓
18	Clean up work area.	✓

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:

Assets #2071 #1-#60 Repaired all filters  
2072 " "  
2073 " "  
" "