

CERTIFICATION OF WORK

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

FACID/Building: *Riversdale MDO20* Date of Visit: *6/14/19*

Contractor Personnel on Site:

1. *Patrick Donovan* 2. _____

Work Performed:

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

1. *8895, 8892, 8936, 8961, 8937 / Fan Coils, Exhaust Fans, Water tank, Hot water pumps, Radiators, Electric heaters, Vehicle Exhaust, Radiant Heaters*
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: _____

Signed: *[Signature]*

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 RIGNEY* Date: *6/14/19*

Signed: *Nathan Rigney*

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Riverside 170020

MECHANIC SIGNATURE:

[Signature]

DATE:

6/11/19
6/12/19

LOCATION/RM #:

Through
Basement

WO#

8951

ASSET #

SCF
notes

START TIME:

8:45

FINISH TIME:

2:30

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"/>		
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		<i>all good</i>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		<i>good</i>
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		<i>good</i>
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		<i>good</i>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		<i>all good</i>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		<i>all good</i>
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		<i>done</i>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U/I.	<input checked="" type="checkbox"/>		<i>no leaks visible</i>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		<i>good/done</i>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		<i>no leaks visible</i>
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		<i>good</i>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		<i>done</i>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>		<i>done</i>
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		<i>done</i>

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.	✓			done good
17	Insure that drain(s) are clear and running.	✓			filter in good shape cleaned out drains
18	Clean up work area.	✓			done

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:

units not in use due to chiller + boiler shut down. Building is vacant.

Assets 2071, 2072, 2073 were all PM'd