

CERTIFICATION OF WORK

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

FACID/Building: Riversdale MD020 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. 8995, 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: Pat

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 R. Gandy Date: 6/14/19

Signed: Nathan Gandy

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Rivertree M2020

Bldg #1

MECHANIC

SIGNATURE: DATE: 6/11/19LOCATION/RM #: Throughput WO# 8951 ASSET # NotesSTART TIME: 8:45FINISH TIME: 2:30

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

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Done good</i>
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Filter in Good Shape</i>
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Drained out clean</i>
18	Clean up work area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Clean</i>

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