

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: 3/13/19

Contractor Personnel on Site:

1. Patrick Donovan

4.

2.

5.

3.

6.

Work Performed:

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

- 1. FIRST WORK 7504, 7644, 7842, 7648, 7739
- 2. Lightning Rod, Grease Trap, Hot water Pumps, Baseboard Radiators
- 3. Electric Heaters, Mini Splits, overhead vehicle exhaust system;
- 4. Radiant Heaters, Gas heaters

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 3/13/19

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: Clayton A. White, LTC Date: 20190313

Signed: [Signature]

E-Mail: clayton.a.white.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Rivendale MD2020

LOCATION/RM #: See notes

WO# 7442

ASSET # See notes

MECHANIC SIGNATURE: Patricia

DATE: 3/6/19

START TIME: 11:30

FINISH TIME: 2:15

ITEM	NOTES	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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"/>													
4	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>													
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>													
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>													
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>													
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>													
9	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/>													
10	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>													
11	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>													
12	Check the valves(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>													
13	Check the valves(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>													
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>													

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: Blvd. 14022

MECHANIC
SIGNATURE:  DATE: 3/9/99

LOCATION/RM#: Lucia in Room Bldg #1

START TIME: 11:30 FINISH TIME: 2:15

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: GMW **Additional Notes:**

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

MECHANIC

21

START TIME: 11:30

15.

1		Check, clean, and/or replace both internal and external filters as necessary.	✓	done
2		Label and Date Filter	✓/A	Outer Cleaned
3		Did YHL LOW Maintenance Tag get Initiated	✓/A	Int. filters in office for replacement
4		Did all High Asset Filters get Changed	✓/A	

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: GMW **Additional Notes:**