

# 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.

5.

5.

6.

6.

## Work Performed:

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

- 1. LIST WORK: *7504, 7644, 7842, 7648, 7739*
- 2. *Lighting 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



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



E-Mail

*clayton.a.white.mil@mail.mil*

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

SITE AND BLDG #: Riverside MD020

MECHANIC SIGNATURE: [Signature]

DATE: 3/6/19

LOCATION/RM #: See notes WO# 7842 ASSET # See notes

START TIME: 11:30

FINISH TIME: 2:15

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

## FILTER REPLACEMENT

Zweck: MD020

DATE: 3/9/19

Revised Power Bkgs #

W.D.# 7842

START TIME:

11.30

**FINISH TIME:**

215

[illegible]performed by: **GMW Additional Notes:**

SITE AND BLDG #: Riverdale 41030  
LOCATION/RM #: Bldg #1 Warren Room

Reverend 17020

Bldg #1 Harris Towers

MECHANIC  
SIGNATURE: 



3/12/19

1130

2.15

[illegible]

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