

### CERTIFICATION OF WORK

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

FACID/Building: Rockville MD021 Date of Visit: 9/26/19

Contractor Personnel on Site:

1. Patrick Donovan
2. \_\_\_\_\_

#### Work Performed:

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

1. 10262, 10308, 10331, 10571, 10309, 10332, /Heaters, Rooftop Package unit, Mini Splits, Fancoil units, Exhaust System, Hot water pumps, Service Calls - Service Call Number and Description Grease Trap, Glycol feeders, Expansion Tank

1. CSS# \_\_\_\_\_
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

### CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 9/26/19

Signed: 

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: John C. Cunningham Date: 26 Sept 19

Signed: 

E-Mail: john.c.cunningham@na1.navy.mil

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** UNIT HEATER, ELECTRIC

SITE AND BLDG #: Rockville MD2021 MECHANIC SIGNATURE: [Signature] DATE: 9/1/19  
 LOCATION/RM #: Rm 127 WO# 10331 ASSET # 2108 START TIME: 9:45 FINISH TIME: 10:20

CHECKPOINTS		YES	NO	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.	<input checked="" type="checkbox"/>		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>		
1	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="checkbox"/>		<u>None</u>
2	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>		<u>None</u>
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/>		<u>None / good</u>
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>		<u>None / good</u>
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>		<u>None / good</u>
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>		<u>None / good</u>
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		<u>None / good</u>
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		<u>None</u>

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: HVAC Technician  
 Additional Notes: