

### CERTIFICATION OF WORK

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

FACID/Building: Rockville MD021 Date of Visit: 6/21/19

Contractor Personnel on Site:

1. Patrick Donovan

2. \_\_\_\_\_

#### Work Performed:

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

1. 8860, 8893, 8938, 8952, 8894, 8939, 8895

#### 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: 6/21/19

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: Patrick F. BROWN STC-T Date: 21 Jun 19

Signed: [Signature]

E-Mail: \_\_\_\_\_

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

SITE AND BLDG #: Rockville MD21MECHANIC  
SIGNATURE: John DDATE: 6/18 + 6/19/19LOCATION/RM #: Rooms "1" WO# 8952 ASSET # 210542105START TIME: 9:30FINISH 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.	<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"/> <i>alleged</i>
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/> <i>agree</i>
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/> <i>agree</i>
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/> <i>clean / list submitted for 99% of fans need work</i>
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/> <i>good</i>
9	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/> <i>good</i>
10	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/> <i>done</i>
11	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/> <i>done</i>
12	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/> <i>No leaks visible</i>
13	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/> <i>done</i>
14	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/> <i>No leaks visible</i>
	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/> <i>done</i>
	Check belts for wear and cracks, adjust tension or alignment as applicable.	<input checked="" type="checkbox"/> <i>all good</i>
	Replace belts when necessary.	<input checked="" type="checkbox"/> <i>done</i>
	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/> <i>done</i>
	Vacuum interior of unit.	<input checked="" type="checkbox"/> <i>done</i>

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<i>done</i>
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	<i>done</i>
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	<i>done</i>
18	Clean up work area.	<input checked="" type="checkbox"/>	<i>done</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:**