

### CERTIFICATION OF WORK

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

FACID/Building: Rockville MDO21 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: James F. Brown SFC-E7 Date: 21 Jun 19

Signed: [Signature]

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

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

SITE AND BLDG #:

Rockville MD 2021MECHANIC  
SIGNATURE:[Signature]DATE: 6/18 + 6/19/14

LOCATION/RM #:

Room 310

WO#

8552

ASSET #

2105 + 2106

START TIME:

8:30

FINISH TIME:

2:30

| 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"/> |  |  |  |
| 1  | Check fan blades for dust buildup and clean if necessary.  | <input checked="" type="checkbox"/> |  |  | <u>all good</u>  |
| 2  | When applicable, check fan blades and moving parts for cracks and excessive wear.  | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |
| 3  | Tighten all electrical connectors to proper torque as needed.  | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |
| 4  | Check that the fan runs properly in all speeds as applicable.  | <input checked="" type="checkbox"/> |  |  | <u>none / List submitted to 99th of fans need work</u> |
| 5  | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.  | <input checked="" type="checkbox"/> |  |  | <u>good</u>  |
| 6  | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.  | <input checked="" type="checkbox"/> |  |  | <u>good</u>  |
| 7  | Lubricate mechanical connections of dampers sparingly as applicable.   | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |
| 8  | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a LFI.   | <input checked="" type="checkbox"/> |  |  | <u>no leaks visible</u>                                |
| 9  | Clean coils by brushing, blowing, vacuuming, or pressure washing.  | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |
| 10 | Check coils for leaking, tightness of fittings.  | <input checked="" type="checkbox"/> |  |  | <u>no leaks visible</u>                                |
| 11 | Use fin comb to straighten coil fins as needed.  | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.  | <input checked="" type="checkbox"/> |  |  | <u>all good</u>  |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly.   | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |
| 14 | Vacuum interior of unit.   | <input checked="" type="checkbox"/> |  |  | <u>none</u>  |

| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. | 1 |  | done |  |
|----|---|---|--|------|--|
| 16 | Change the filter as needed with the correct size and type filter.          | 1 |  | done |  |
| 17 | Insure that drains are clear and running.                                   | 1 |  | done |  |
| 18 | Clean up work area.   | 1 |  | done |  |

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 discription of the deficiency.  
 To be performed by: General Maintenance Worker  
**Additional Notes:**