

### CERTIFICATION OF WORK

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

FACID/Building: Alexandria VAO Date of Visit: 12/19/19

Contractor Personnel on Site:

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

#### Work Performed:

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

1. 11358, 11346, 11363, 11326 Plac. Filters + PM's, Pumps  
Vehicle Exhaust, lights Mini splits

**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: 12/19/19

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:

**MARQUITA Y. GIVENS**

CW2, JA

Print Name/Rank: Legal Administrator Date: 19 Dec 19

Signed: [Signature]

E-Mail: marquita.y.givens@va.gov

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

SITE AND BLDG #: Rockville MD 021MECHANIC SIGNATURE: [Signature]DATE: 12/5/19LOCATION/RM #: Thurgood Bldg #1WO# 11367ASSET # 2105+2109START TIME: 8:30FINISH TIME: 2:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	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"/>	<input type="checkbox"/>	
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</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"/>	<input type="checkbox"/>	<u>Done</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
16	Change the filter as needed with the correct size and type filter. Annual Replace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Filter gets checked Quarterly</u>
17	Insure that drain(s) are clear and running. -Install condensate tablet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Checked and all drains</u>
18	Clean up work area. -Record Humidity level in area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Humidity 36 % average</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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
	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:			