

CERTIFICATION OF WORK

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

FACID/Building: Alexandria VA 0 Date of Visit: 12/19/19

Contractor Personnel on Site:

1. Patrick Donavan 2. _____

Work Performed:

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

1. 11358, 1134, 11363, 11326. Place Filters + PMS, 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 Donavan Date: 12/19/19

Signed: Patrick Donavan

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: Marguerita Y. Givens

E-Mail: Marguerita.y.givens.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/DUCTLESS MINI SPLIT

SITE AND BLDG #: Rockville MD 2021 **LOCATION/RM #:** Thunderbolt Bldg#1 **WO#** 11367 **ASSET #** 2105+2106

MECHANIC SIGNATURE: Joe Haddad **DATE:** 12/5/19

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"/>		
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		<u>None / 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</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>None</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 UE.	<input checked="" type="checkbox"/>		<u>None / All good</u>
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		<u>None</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		<u>None</u>
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		
12	Check belts for wear and cracks, adjust tension or alignment as applicable.	<input checked="" type="checkbox"/>		
13	Replace belts when necessary.	<input checked="" type="checkbox"/>		
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		<u>None / All good</u>
16	Change the filter as needed with the correct size and type filter. Annual Replace	<input checked="" type="checkbox"/>		<u>Filter gets checked Quarterly</u> <u>Changed out F. filter</u>
17	Ensure that drain(s) are clear and running -Install condensate tablet	<input checked="" type="checkbox"/>		<u>Blocked out all drains</u>
18	Clean up work area - Record Humidity level in area	<input checked="" type="checkbox"/>		<u>Humidity 36 % strong</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 description of the deficiency.			To be performed by: General Maintenance Worker

Additional Notes: