

**PREVENTIVE MAINTENANCE CERTIFICATION OF WORK**  
(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID Building: *Rockville MD021*

Date of Visit: *12/19/18*

Contractor Personnel on Site:

*Patrick Donovan*

1.

2.

3.

4.

5.

6.

7.

**Work Performed:**

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

- 5. LIST WORK *6786, 6801, 6787*
- 6. Grease Trap, Hot water pumps, Expansion tank, Glycol feeders, Water Softener, Radiant Heaters, Door Heaters
- 8. fanCoils, Vehicle Exhaust.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *12/19/18*

Signed *[Signature]*

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: *Mr. Clinton Jennifer*

Date: *12/19/18*

Signed *[Signature]*

E-Mail: *jennifer.m.cinton.mil@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINISPLIT

SITE AND BLDG #: Rockville MD 20811

LOCATION/RM #:

Throughout

WO# 6201

ASSET # See Notes

MECHANIC SIGNATURE: Kathy

DATE: 12/19/18

START TIME: 9:00

FINISH 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.	/
2	Schedule shutdown with operating personnel, as needed.	/
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.	/
4	Check fan blades for dust buildup and clean if necessary.	/ all good
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	/ done
6	Tighten all electrical connectors to proper torque as needed.	/ all tight
7	Check that the fan runs properly in all speeds as applicable.	/ ok
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/ Good
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/
10	Lubricate mechanical connections of dampers sparingly as applicable.	/
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/ No leak visible
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/ Cleaned coils
13	Check coils for leaking, tightness of fittings.	/ No leaks visible
14	Use fin comb to straighten coil fins as needed.	/ Good
15	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	/ Good
16	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	/ all good
17	Vacuum interior of unit.	/ done

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	
16	Change the filter as needed with the correct size and type filter.	<i>✓</i>
17	Insure that drain(s) are clear and running.	<i>✓</i>
18	Clean up work area.	

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:

*Asset # 2105 #1-#74 ✓  
# 2109 ✓*

*Exchanged all filters  
and clear*