

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

FacID Building: *Upper Marlboro MD016* Date of Visit: *12/20/18*

Contractor Personnel on Site:

1. *Patrick Donovan*      4.  
2.      5.  
3.      6.

**Work Performed:**

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

5. FIRST WORK *6794, 6803, 6762, 6781*  
6. *Hot water pumps, Chilled water pumps, Dual temp. Pumps,  
Fan coils, Flood lights, Vehicle exhaust system.*  
8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*      Date: *12/20/18*

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: *Parker, Richard C SGT* Date: *12/20/18*

Signed: *[Signature]*

E-Mail: *richard.l.parker.8.mil@mail.mil*

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

**SITE AND BLDG #:** Upper Marlboro MD016

**MECHANIC SIGNATURE:** John Lewis **DATE:** 12/20/16

**LOCATION/RM #:** 2nd floor **WO#** 6803 **ASSET #** 59608

**START TIME:** 10:00 **FINISH TIME:** 1:45

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>Done</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>Cleaned</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>Checked</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>No leakage visible</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<u>Cleaned</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>Good</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	<u>Belts only on 1 all other are in line</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	<u>Good</u>
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<u>Done</u>

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓	Done Filters Good
16	Change the filter as needed with the correct size and type filter.	✓	
17	Ensure that drain(s) are clear and running.	✓	
18	Clean up work area.	✓	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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

*Asset # 2026 - FCU. in Kitchen + Kitchen Condensed  
Asset # 2027 #01-#12 - are not in use. Filters are Clean + tags signed  
Asset # 2029 - ✓*