

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

FACID Building: *Upper Marlboro MPD16* Date of Visit: *12/20/18*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

Work Performed:

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

5. USE WO#: *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 L SGT* Date: *12/20/18*

Signed: *[Signature]*

E-Mail: *Richard.L.Parker8.mil@marl.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Upper Marlboro MD 2016
LOCATION/RM #: 2nd floor 3081 WO# 6803 ASSET # 58805

MECHANIC SIGNATURE: [Signature] DATE: 12/27/16
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.	✓		
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.	✓		
1	Check fan blades for dust buildup and clean if necessary.	✓		<u>None</u>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		<u>None visible</u>
3	Tighten all electrical connectors to proper torque as needed.	✓		<u>None</u>
4	Check that the fan runs properly in all speeds as applicable.	✓		<u>See notes</u>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		<u>Good</u>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		<u>Checked</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		<u>None</u>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a LIE.	✓		<u>No leaks visible</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		<u>Good</u>
10	Check coils for leaking, tightness of fittings.	✓		<u>No leaks visible</u>
11	Use fin comb to straighten coil fins as needed.	✓		<u>Good</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		<u>belt only on 1 all others are in line</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓		<u>Good</u>
14	Vacuum interior of unit.	✓		<u>Done</u>

