

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

FACID/Building: Alexandria VA 22312 Date of Visit: 9/26/19

Contractor Personnel on Site:

Patrick Donovan

2.

**Work Performed:**

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

1. 10265, 10316, 10574, 10283, 10310

**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:

Signed: Patrick Donovan

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:

Print Name/Rank: John M. Moore Date: 9/26/19

Signed: John M. Moore

E-Mail:

**Humidity + Temps.**

**Rm 113 B** **75.3° + 33.7%**

**hobby** **74.9° + 36.3%**

**202 B** **75.5° + 37.1%**

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

SITE AND BLDG #: *Throgood Bldg 4*   LOCATION/RM #: *Alexandria VA 2002*   WO# *10674*   ASSET # *See notes*   MECHANIC SIGNATURE: *[Signature]*   DATE: *9/1/19*   START TIME: *See notes*   FINISH TIME: *See notes*

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.	<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"/>
4	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>
9	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/>
10	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>
11	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>
12	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U.E.	<input checked="" type="checkbox"/>
13	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>
14	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>
	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>
	Check belts for wear and cracks, adjust tension or alignment as applicable.	<input checked="" type="checkbox"/>
	Replace belts when necessary.	<input checked="" type="checkbox"/>
	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>
	Vacuum interior of unit.	<input checked="" type="checkbox"/>



**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

**SITE AND BLDG #:** Alexandria VA002

**LOCATION/RM #:** Playsets **WO#** 10574 **ASSET #** 2230-2231

**START TIME:** 11:00 **FINISH TIME:** 1:20

**MECHANIC SIGNATURE:** Joe P. H.

**DATE:** 9/23/19

Task	Completed	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.	<input checked="" type="checkbox"/>	
2 Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>	
3 Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	
4 Open and tag switch.	<input checked="" type="checkbox"/>	
5 Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>	<i>None</i>
6 Check for proper light operation.	<input checked="" type="checkbox"/>	<i>all lights are operational</i>
7 Test operation of automatic switches/ time clock/ photocells if applicable.	<input checked="" type="checkbox"/>	<i>day/night</i>
8 Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>	<i>all good</i>
9 For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>	<i>day/night</i>

**Note:** The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per M 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 #2230 - ✓ all good  
#2231 - ✓ all good*