

CERTIFICATION OF WORK

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

FACID/Building: Alexandria VAB Date of Visit: 9/26/19

Contractor Personnel on Site:

1. 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: [Signature]

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: Arthur M... Date: 9/26/19

Signed: [Signature]

E-Mail: _____

Humidity + Temps

Rm 113 B 75.3° + 33.7%

lobby 74.9° + 36.3%

202 B 75.5° + 37.1%

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Alexandria 14802MECHANIC SIGNATURE: [Signature]DATE: 9/1/19LOCATION/RM #: Thropt Bag #1 WO# 10674 ASSET # See notesSTART TIME: See notesFINISH TIME: See 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"/>	
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	Done / good
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	all good
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	Done
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	Done
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	all good
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	Done
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	Done
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U.E.	<input checked="" type="checkbox"/>	no leaks visible
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	Done
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	no leaks visible
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	Done
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	Done
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	all good
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>	Done

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

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:

Mini Splits # 2218-#2225
PTAC units # 2187-2216

9/23/19 9:20-12:05 Mini Splits + PTAC's on first floor
9/24/19 9:30-12:00

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: Alexandria 11A002

MECHANIC SIGNATURE: [Signature]

DATE: 9/23/19

LOCATION/ROOM #: Playlots WO# 10574 ASSET # 2230-2231 START TIME: 1:00 FINISH TIME: 1:20

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 and coordinate work with operating personnel.	✓	
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.	✓	
1	Open and tag switch.	✓	<u>Done / good</u>
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓	<u>all lights are operational</u>
3	Check for proper light operation.	✓	
4	Test operation of automatic switches/ time clocks/ photocells if applicable.	✓	<u>done / good</u>
5	Inspect light pole and mounting devices for deficiencies.	✓	<u>all good</u>
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓	<u>done / all good</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 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