

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

FAC ID Building: *Alexandria VA002*

Date of Visit: *3/26/19*

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. LIST WORK: *7511, 7683, 7862, 7567, 7660*

6. *PTAC units, Grounding bus bar, Hot water pumps,*

7. *Mini splits, Flood lights, Overhead Vehicle Exhaust.*

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/26/19*

Signed

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:

Archer, Marvin

Date: *26 March 2019*

Signed

[Signature]

E-Mail

Archer, L. Marvin. civ @ Nat. L. M. L

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

SITE AND BLDG #: Alexandria 14002

MECHANIC SIGNATURE: [Signature]

DATE: 3/24/19

LOCATION/RM #: Varig's Rooms WO# 7862 ASSET # 187-2228

START TIME: 9:00

FINISH TIME: 2:30

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"/>			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"/>			all good
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>			good
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"/>			good
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 UE.	<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"/>			good
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>			good
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>			done & wiped down outside

all Maintenance Record tags initialed & dated

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.				
17	Insure that drain(s) are clear and running.				
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 # 2187 ✓
 2188 ✓
 2189 ✓
 2190 ✓
 2191 ✓
 2192 ✓
 2193 ✓
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 2196 ✓
 2197 ✓
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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #: Alexandria 11A002 MECHANIC SIGNATURE: [Signature] DATE: 3/19/19

LOCATION/RM #: 609 WO# 7002 ASSET # 2230-2231 START TIME: 10:45 FINISH TIME: 11:05

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <small>(If not completed, describe in appropriate detail)</small>
		YES	NO	
SPECIAL INSTRUCTIONS				
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"/>	<input type="checkbox"/>	Signed + dated Maintenance Record tags
2	Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
TO BE PERFORMED AT LEAST ANNUALLY				
1	Open and tag switch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
2	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
3	Check for proper light operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
4	Test operation of automatic switches/ time clock (photo cells) if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
5	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #:

Alexandria Bldg #1

MECHANIC SIGNATURE:

[Signature]

DATE: 3/26/15

LOCATION/RM #:

Rear Tray #1 Bldg #1

START TIME: 9:00

FINISH TIME: 2:30

Site Location	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
1/A002	7862	2037-2226					PTAC units	Rear Bldg #1

CHECKING DESCRIPTION		TAG COMMENTS		NOTES & ACTIONS	
1	Check, clean, and/or replace both internal and external filters as necessary.				
2	Label and Date Filter				
3	Did YELLOW Maintenance Tag get Initialed				
3	Did all High Asset Filters get Changed				
4					

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: GIMW Additional Notes:

all filters on PTAC units changed, signed & dated, All Unit Recor Tags Initialed & dated. All condensate pan cleaned & cleared. All log reel