

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

FACID Building: *Alexandria VA002* Date of Visit: *3/26/19*

Contractor Personnel on Site:

<i>Patrick Donovan</i>	4.
5.	
6.	

**Work Performed:**

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

- 5. *First WO# 7511, 7683, 7862, 7567, 7660*
- 6. *PTAC units, Grounding bus bar, Hot water pumps,*
- 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: *Archae. M. M.* Date: *25 March 2019*

Signed

E-Mail

*Archae. M. M. acm@ncl.mil*

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Administration Bldg

MECHANIC  
SIGNATURE

DATE: 3/26/99

LOCATION/RM #: Various Rooms WO# 7862 ASSET #1187-2225

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"/>	<input checked="" type="checkbox"/>
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Good
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>all good</del>
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>done</del>
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>good</del>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>all good</del>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>good</del>
7	Lubricate mechanical connections of dampers sparingly, as applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>done</del>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>no leaks visible</del>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>done</del>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>no leaks visible</del>
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>done</del>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>good</del>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>good</del>
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <del>done &amp; wiped down outside</del>

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.	✓	<i>def. filter changed</i>
17	Ensure 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	✓	✓
2194	✓	✓
2195	✓	✓
2196	✓	✓
2197	✓	✓
2198	✓	✓
2199	✓	✓
2200	✓	✓
2201	✓	✓
2203	✓	✓
2204	✓	✓
2205	✓	✓
2206	✓	✓
2207	✓	✓
2208	✓	✓

*def. filter changed  
clean*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
LIGHTING, OUTSIDE

MECHANIC  
SIGNATURE: *John Tase*

SITE AND BLDG #: *Alexandria VA 22301*

LOCATION/RM #: *Blg 101 WO# 7002 ASSET # 2230-2231* START TIME: *10:45*

DATE: *3/19/19* FINISH TIME: *11:05*

OUTSIDE LIGHTING		SPECIAL INSPECTION		RECOMMENDATIONS	
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Signed + Detel Maintenance Record</i>
2	Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Open and tag switch.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Open</i>
5	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Inspect</i>
6	Check for proper light operation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>all good</i>
7	Test operation of automatic switches/time clock <i>(photocells)</i> if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>good</i>
8	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>good</i>
9	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>done</i>

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 Water

**MECHANIC SIGNATURE:** John Doe **DATE:** 3/26/18

**LOCATION/RM #:** Res. Treatment Bldg #1

**START TIME:** 9:00 **FINISH TIME:** 2:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
<u>14002</u>	<u>7862</u>	<u>2087-2224</u>					<u>PTAC units</u>	

1 Check, clean, and/or replace both internal and external filters as necessary.

/

All filters changed & replaced

2 Label and Date Filter

/

Make sure YELLOW Maint Tag is initialed on Asset

3 Did YELL OW Maintenance Tag get Initiated

/

Did all High Asset Filters get Changed

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: GMW Additional Notes:

*All filters on PTAC units changed, signed & initialed, All Maint Record tags Initialed & dated. All condensate pan cleaned & cleared. All leak seal*