

*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 time line:

CERTIFICATION OF WORK

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

Building: VA099-02 _____ Date of Visit: 11-14-19

Contractor Personnel on Site:

1. Bill Davis 2. _____

Work Performed:

Preventive Maintenance - (Annual, Quarterly, Monthly, equipment identification, etc.)
Service Orders -

PM/SO	WO #	Asset #	PM #	Asset Description
	10273	2391		J-1502000-15 1-pc Mini Split
	10289	1466		J-1502000-45 14-pc Single Light, Pole Mounted
	10289	1467		J-1502000-45 6-pc Double Light, Pole Mounted
	10312	1617		J-1502000-57 3-pc Vehicle Exhaust System
	10542	2386		J-1502000-08 1-pc Unit Heater, Electric
	10542	2387		J-1502000-08 3-pc Unit Heater, Electric
	10542	2388		J-1502000-08 3-pc Unit Heater, Tube, Gas, Infrared
	10542	2389		J-1502000-08 1-pc Unit Heater, Electric
	10542	2390		J-1502000-08 2-pc Unit Heater, Electric
	10583	2391		J-1502000-15 1-pc Mini Split

CERTIFICATION OF WORK

To be signed by the Contractor:

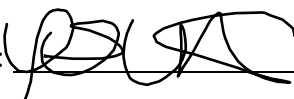
Print Name: Bill Davis Date: 11-14-19

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 time line:

Print Name/Rank: Nesmith, Petra SSG Date: 2019/2/10

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: VA099-02

**MECHANIC
SIGNATURE:**

DATE:

LOCATION/RM #:

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-02	10583	2391					J-1502000-15 1-pc Mini Split	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check that the fan runs properly in all speeds as applicable.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		

11	Use fin comb to straighten coil fins as needed.	✓	✓	
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	✓	
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓	✓	
14	Vacuum interior of unit.	✓	✓	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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:**