

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA050 Date of Visit: 1.08.2021

Contractor Personnel on Site:

1. Richard Walker
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Work Performed:

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

1. wo 13220MO, 13241QT, 13283 PMQ
2. automatic gate, hot water pump, chill water pump, expansion tank
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 1.08.2021

Signed: Richard Walker

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: \_\_\_\_\_ Date: 1.08.2021

Signed: GRENIER,SCOTT,ANTHONY Digitally signed by  
GRENIER,SCOTT,ANTHONY,300721951  
Date: 2021.02.08 09:49:26 -05'00'

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT**

SITE AND BLDG #: VA050 - 01 (PMF)  
 LOCATION/RM #: Kitchen, ceiling WO# 13263 ASSET # 34136

MECHANIC SIGNATURE: Richard Walker DATE: 18.8.2021  
 START TIME: 9:30 FINISH TIME: 5:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	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.	✓		
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 CM.	✓		
9	Clean coils by brushing, blowing, vacuuming	✓		
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.	✓	✓	No Belts
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		
14	Vacuum interior of unit.	✓		
15	Check filter door for proper gasketing and air leaks. Correct as needed.	✓		
16	Change the filter as needed with the correct size and type filter.	✓		Filter gets checked Quarterly <u>Washed</u>
17	Insure that drain(s) are clear and running. - Install condensate tablet	✓		
18	Clean up work area. - Record Humidity level in area	✓		Humidity <u>28</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:**