

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD019 Date of Visit: 06/23/21

Contractor Personnel on Site:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

74

48

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 06/23/21

Signed: 

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: SFC William Schaffer Date: 06/23/21

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT

SITE AND BLDG #:

MD019 B-1

MECHANIC
SIGNATURE:

DATE: 06/23/21

LOCATION/RM #:

WO# 14267, ASSET # 2048,2049,2050
14279

START TIME:

0900

FINISH TIME:

1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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
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.	/	/	
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
17	Insure that drain(s) are clear and running. - Install condensate tablet	/	/	
18	Clean up work area. - Record Humidity level in area	/	/	Humidity %

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: