

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY030 Date of Visit: 3<sup>DEC</sup> Nov 18

Contractor Personnel on Site:

- |                      |          |
|----------------------|----------|
| 1. <u>John Daley</u> | 3. _____ |
| 2. _____             | 4. _____ |

**Work Performed:**


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

1. 6511 MO, 6526 QT, 6562QT, 6730 SA, 6738 SA
2. Single Gate Auto, Holding Tank, Grease Trap, Fan Coil, Unit Heater
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

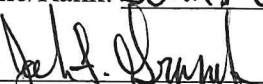
Print Name: John Daley Date: 3<sup>DEC</sup> Nov 18

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: John F Granata AFOS Date: 3 DEC 18

Signed: 

E-Mail: John.F.Granata.ctr@mail.mil

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

**SITE AND BLDG #:** N4030-01

**MECHANIC**

**SIGNATURE:** [Signature]

**DATE:** 5 DEC 18

**LOCATION/RM #:** VAR105    **WO#** 6730    **ASSET #** 4462

**START TIME:** 1200

**FINISH TIME:** 1600

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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.           | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 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<br>POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**



# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **UNIT HEATER, HOT WATER**

**SITE AND BLDG #:** N4030-01

**MECHANIC  
SIGNATURE:** John Daley

**DATE:** 3 Dec 18

**LOCATION/RM #:** VARIOUS **WO#** 6730 **ASSET #** 4615

**START TIME:** 1200

**FINISH TIME:** 1600

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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.  | ✓             |    |   |
| 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.                      | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 1   | Check valve for full stroke operation in both directions, if applicable.   | ✓             |    |   |
| 2   | Check valve for signs of abnormal wear and leaks. Replace packing if needed.   | ✓             |    |   |
| 3   | Clean the coil with vacuum cleaner.  | ✓             |    |   |
| 4   | Comb the fins as needed.   | ✓             |    |   |
| 5   | Clean all fans and motors.   | ✓             |    |   |
| 6   | Check operation of controls and safeties.  | ✓             |    |   |
| 7   | Lubricate as required.   | ✓             |    |   |
| 8   | Check all motors, belts, pulleys, shafts, etc. for alignment.  | ✓             |    |   |

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**