

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

FACID Building: Gaithersburg MD 2013 Date of Visit: 11/1/18

Contractor Personnel on Site:

1. <u>Patrick Donovan</u>	4. _____
2. _____	5. _____
3. _____	6. _____

Work Performed:

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

5. LIST WO# Air handler filters, Dx Chiller, Water heater, Dehumidifiers
6. Furnace. Condensing unit.
7. _____
8. W.O. #S 6384, 6382 , 6351

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 11/1/18
Signed: Patricia L. Land

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: Glen R. Umberger Jr, GS-13 Date: 1 Nov 18
Signed: M R Zgof
E-Mail: glen.r.umberger.civ@nrl.navy.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #:	Griffithsburg MDc13	MECHANIC SIGNATURE:	DATE: 11/11/18
LOCATION/RM #:	Office Bldg Rm WO# E382 ASSET # 1987	START TIME:	01:30
		FINISH TIME:	11:30

		1	2	3	4	5	6	7	8	9	10	11
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"/>										
2	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"/>										
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	<input checked="" type="checkbox"/>										
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	<input checked="" type="checkbox"/>										
5	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.	<input checked="" type="checkbox"/>										
6	Recover, recycle, or reclaim the refrigerant as appropriate	<input checked="" type="checkbox"/>										
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item	<input checked="" type="checkbox"/>										
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input checked="" type="checkbox"/>										
9	Refrigerant oils to be treated as hazardous waste.	<input checked="" type="checkbox"/>										
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	<input checked="" type="checkbox"/>										
11	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>										
1	Remove debris from air screen and clean underneath unit	<input checked="" type="checkbox"/>										
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>										
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>										
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation	<input checked="" type="checkbox"/>										

5	Check mounting for tightness.	<input checked="" type="checkbox"/>	Correct
6	Check for corrosion. Clean and treat with inhibitor as needed	<input checked="" type="checkbox"/>	40 Corrosion visible
7	Check fan or blower for bent or damaged blades and imbalance	<input checked="" type="checkbox"/>	Blades good
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	<input checked="" type="checkbox"/>	None
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.	<input checked="" type="checkbox"/>	All good
1	Inspect evaporator for any obvious deficiencies.	<input checked="" type="checkbox"/>	Corrosion visible
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	<input checked="" type="checkbox"/>	Leak points visible
1	Lubricate drive coupling, if applicable.	<input checked="" type="checkbox"/>	None
2	Lubricate motor bearings (non-hermetic), if applicable	<input checked="" type="checkbox"/>	None
3	Check bearings for vibrations or unusual noises.	<input checked="" type="checkbox"/>	Correct
4	Leak test unit with soap test or electronic device.	<input checked="" type="checkbox"/>	Unit shutdown for season
5	Check compressor oil level, if applicable.	<input checked="" type="checkbox"/>	Unit shutdown for season
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.	<input checked="" type="checkbox"/>	Unit shutdown for season
7	Check vibration eliminators. Replace as necessary.	<input checked="" type="checkbox"/>	Unit shutdown for season
8	Check safety controls for high pressure cut off.	<input checked="" type="checkbox"/>	Unit shutdown for season
1	Confirm chiller is operating through building automation.	<input checked="" type="checkbox"/>	Chiller shut down for season

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: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DEHUMIDIFIER

SITE AND BLDG #: Guthersburg MD013

LOCATION/RM #: Vault **WO#** 6382 **ASSET #** 1998

MECHANIC SIGNATURE: John Lewis **DATE:** 11/11/18

START TIME: 1:30 **FINISH TIME:** 1:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED, NO PROVIDED EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check water inlet and outlet for any leaks, repair as needed.	✓		<i>No leaks</i>
2	Clean and/or replace filter as needed.	✓		<i>Good</i>
3	If applicable, check hours per usage, replace tank(s) as needed.		✓	<i>No display on unit</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 #: Guthersburg MD 2013 **MECHANIC SIGNATURE:** John **DATE:** 10/11/18
LOCATION/RM #: Mechanical Rm/Hut# 6382, Asset#-1988 **START TIME:** 9:00 **FINISH TIME:** 11:00

Task	Completed	Comments
1 Check, clean, and/or replace both internal and external filters as necessary.	✓	Done Changed all filters
2 Label and Date Filter	✓	Done
3 Did YELLOW Maintenance Tag get Initiated	✓	Done
4 Did all High Asset Filters get Changed	✓	No filters/AHUs, up high
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6 Asset#		18
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