

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

FACID Building: Gaithersburg MD013 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# AHR handler filters, DX Chiller, Water heater, Dehumidifier
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: [Signature]

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: Glenn R. Umberger Jr, GS-13 Date: 1 Nov 18
Signed: [Signature]
E-Mail: glenn.r.umberger.civ@naih.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **AIR COOLED CHILLER PACKAGE UNIT**

SITE AND BLDG #: Gaithersburg MDc13

MECHANIC SIGNATURE: [Signature] DATE: 11/1/18

LOCATION/RM #: 012142 Mech Rm WO# 6382 ASSET # 1989

START TIME: 9:30

FINISH TIME: 1:30

Preventative Maintenance		Inspection		Notes	
No.	Description	Pass	Fail	Pass	Fail
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"/>		<u>None</u>	
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"/>			
Total: 11/1/18 9:30 AM - 1:30 PM					
1	Remove debris from air screen and clean underneath unit	<input checked="" type="checkbox"/>		<u>Top</u>	
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>		<u>Coils Cleaned</u>	
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>		<u>Done</u>	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation	<input checked="" type="checkbox"/>		<u>Good</u>	

5	Check mounting for tightness.	✓		Good
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓		All Corrosion visible
7	Check fan or blower for bent or damaged blades and imbalance.	✓		Belt's good
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	✓		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.	✓		All good
1	Inspect evaporator for any obvious deficiencies.	✓		Good
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		Leak's visible
1	Lubricate drive coupling, if applicable.	✓		Done
2	Lubricate motor bearings (non-hermetic), if applicable.	✓		Done
3	Check bearings for vibrations or unusual noises.	✓		Good
4	Leak test unit with soap test or electronic device.	✓	N/A	unit Shut down for Season
5	Check compressor oil level, if applicable.	✓	N/A	Good
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.		N/A	Chiller Shut down for Season
7	Check vibration eliminators. Replace as necessary.		N/A	
8	Check safety controls for high pressure cut off.		N/A	
1	Confirm chiller is operating through building automation.	✓		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 #: Gautersburg MD2013
LOCATION/RM #: Unit WO# 6382 ASSET # 1998

MECHANIC SIGNATURE: [Signature] DATE: 11/1/18
START TIME: 1:30 FINISH TIME: 1:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	Signed & dated asset tag received
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No leaks Tank empty
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
3	If applicable, check hours per usage, replace tank's as needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A no display on unit

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:

FILTER REPLACEMENT

GaitHERsbury MD 2013

MECHANIC
SIGNATURE: 

DATE: 10/11/18

My technical Rm/wr# 6382 / Assg#- 1988

START TIME: 9:00

FINISH TIME: 11:00

[illegible]

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: **GMW Additional Notes:**