

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

Facility Building *Upper Marlboro* MD 20772 Date of Visit: *11/2/18*

Contractor Personnel on Site:

Patrick Donovan

1.

4.

2.

5.

3.

6.

Work Performed:

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

- 1. First Work *6352, 6385, 6332 + 6386*
- 2. Freezer, Water Heater, Sump Pump, Air handlers, Chiller, Dehumidifier, Flood lights, Gas fired Heaters
- 3.

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name:

Patrick Donovan

Date: *11/2/18*

Signed:

Pat

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: *SGT Teshia Contreras*

Date: *20181102*

Signed:

TLC

E-Mail: *teshia.s.contreras.mil@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: Upper Marlboro MD/16 **LOCATION/RM #:** Kuest **WO#** 6385 **ASSET #** 2030 **MECHANIC SIGNATURE:** John Lee **DATE:** 11/2/18
START TIME: 11:00 **FINISH TIME:** 11:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATIONS)
		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.	<u>✓</u>		<u>Sign off dated Maint Recd</u>
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.	<u>✓</u>		
3				
1	Check water inlet and outlet for any leaks, repair as needed.	<u>✓</u>		
2	Clean and/or replace filter as needed.	<u>✓</u>		
3	If applicable, check hours per usage, replace tank(s) as needed.		<u>✓</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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

MECHANIC SIGNATURE: *John Lesc*DATE: *11/2/18*START TIME: *1:10*FINISH TIME: *2:15*SITE AND BLDG #: *Upper Marlboro Hydak*LOCATION/RM #: *Outside Rm. WO# 6385*ASSET # *2024*

ITEM	DESCRIPTION	NOTES
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"/>
		<i>Chiller Shut Down for winter. Ant. freeze added on 10/22/18</i>
		<i>Heat Recovery System +</i>
		<i>Plant Readying Sustained</i>
		<i>Done Done</i>
		<i>several rotation fans damaged severely</i>
		<i>Good</i>

5	Check mounting for tightness	✓	Good
6	Check for corrosion. Clean and treat with inhibitor as needed	✓	No Corrosion visible
7	Check fan or blower for bent or damaged blades and imbalance	✓	Good
8	lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable	✓	done
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.	✓	Good
1	Inspect evaporator for any obvious deficiencies.	✓	
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓	Good, leaks visible
1	Lubricate drive coupling, if applicable	✓	
2	Lubricate motor bearings (non-hermetic), if applicable	✓	
3	Check bearings for vibrations or unusual noises	✓	
4	Leak test unit with soap test or electronic device	✓	
5	Check compressor oil level, if applicable.	✓	
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.	✓	
7	Check vibration eliminators. Replace as necessary.	✓	
8	Check safety controls for high pressure cut off.	✓	
1	Confirm chiller is operating through building automation	✓	Chiller Shut down for Season

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To be performed by: HVAC Technician

Additional Notes:

Chiller Shut down for Season. Anti-freeze added on 10/29/18

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

MECHANIC
SIGNATURE: 

DATE: 10/5/82

LOCATION/RM #: Mechanics Room (W.O. # 6385)

START TIME: 9:10

FINISH TIME: 9:45

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:**