

# PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FAC ID Building *Upper Marlboro MD016* Date of Visit: *11/2/18*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

## Work Performed:

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

5. LIST WORK: *6352, 6385, 6332 + 6386*

6. *Freezer, Water Heater, Sump Pump, Air handlers, Chiller, Dehumidifier, Flood lights, Gas fired Heaters*

8.

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *11/2/18*

Signed: *Patrick Donovan*

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:

*Teshia Contreras*

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

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #: Upper Harbor MTD14MECHANIC SIGNATURE: [Signature]DATE: 11/2/18LOCATION/RM #: Unit WO# 6385 ASSET # 2030START TIME: 11:00FINISH TIME: 11:10

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"/>	<u>Sign off + dated Maint Record</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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	If applicable, check hours per usage, replace tanks as needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

SITE AND BLDG #: Upper Harbor M2016

MECHANIC SIGNATURE: [Signature]

DATE: 11/2/18

LOCATION/RM #: 001512<sup>g</sup> Golder Rm. WO# 6385 ASSET # 2024

START TIME: 1:10

FINISH TIME: 2:15

Checklist Item		Pass	Fail	Comments
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"/>	<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"/>	
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"/>	<input 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"/>	<input type="checkbox"/>	Chiller Shut Down for winter. Antifreeze added on 10/22/18
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"/>	<input type="checkbox"/>	Must Record Tag Signed & dated
6	Recover, recycle, or reclaim the refrigerant as appropriate.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Refrigerant oils to be treated as hazardous waste.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
11	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Score: 11/11				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	several spots on fins damaged severely
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good

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.	✓				Good
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓				No leaks visible
1	Lubricate drive coupling, if applicable	✓				
2	Lubricate motor bearings (non-hermetic), if applicable	✓				
3	Check bearings for vibrations or unusual noises.	✓				Chiller Shut down for winter
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.	✓				Chiller Shut down for Season
7	Check vibration eliminators. Replace as necessary.	✓				" " " "
8	Check safety controls for high pressure cut off.	✓				" " " "
1	Confirm chiller is operating through building automation.	✓				" " " "

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To be performed by: HVAC Technician

Additional Notes:

Chiller Shut down for Season. Ant. Freeze added on 10/29/18

## FILTER REPLACEMENT

MECHANIC: John T. Brown DATE: 10/5/18  
SIGNATURE: [Signature]  
START TIME: 9:10 FINISH TIME: 9:45

START TIME: 9:10 FINISH TIME: 9:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES / ACTIONS EQUIPMENT
		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>		Replaced
2	Label and Date Filter	<input checked="" type="checkbox"/>		Date
3	Did YIELDOW Maintenance Tag get Initialed	<input checked="" type="checkbox"/>		Yes, Done
4	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>		Good
12	20X25X2 ASSET# 2020			Air Handler unit Filters Changed & dated
6	16X25X2 2021			Filters in Great Shape used
6	16X25X2 2022			" " " " Dated
4	16X30X2 2023			" " " " initialed
				filters

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