

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

FacID Building: *Alexandria 14002* Date of Visit: *11/13/18*

Contractor Personnel on Site:

Patrick Donovan

1.

2.

3.

4.

5.

6.

Work Performed:

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

5. List Work *6360, 6392, 6335*

6. *water heater, Condensing units, dehumidifier, Pole mounted lights - Photocell, Chiller, Air Handlers*

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *11/13/18*

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:

Patrick M. Mow

Date: *13 Nov 2018*

Signed:

D. C.

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: Alexandria VA002 **LOCATION/RM #:** Vault **WO#** 6392 **ASSET #** 2217
MECHANIC SIGNATURE: Mark **DATE:** 10/01/18
START TIME: 9:30 **FINISH TIME:** 10:45

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"/>	<u>Hyd. lines flushed. Hyd. tank Rec. tank</u>
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No leaks</u>
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Cleaned filter</u>
3	If applicable, check hours per usage, replace tanks's as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No change. Cleaned filter and tank</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
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *Alexandria VA 002*

MECHANIC
SIGNATURE: *John Ladd*

DATE: *11/8/18*

LOCATION/RM #: *Exterior 1* WO# *6392* ASSET # *SCF Notes*

START TIME: *11:15*

FINISH TIME: *12:30*

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	Schedule outage of unit with personnel in area the unit serves.		<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		<input checked="" type="checkbox"/>	
1	Remove debris from air screen and clean underneath unit.		<input checked="" type="checkbox"/>	
2	Wash coil with coil cleaning solution - Rinse Thoroughly		<input checked="" type="checkbox"/>	<i>Coil of Rose</i>
3	Straighten fin tubes with fin comb, as needed.		<input checked="" type="checkbox"/>	<i>Good</i>
4	Check electrical connections for tightness.		<input checked="" type="checkbox"/>	<i>Well Tight</i>
5	Check mounting base for tightness.		<input checked="" type="checkbox"/>	<i>Good</i>
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		<input checked="" type="checkbox"/>	<i>Good</i>
7	Inspect all piping for leaks and tighten loose connections.		<input checked="" type="checkbox"/>	<i>No leaks visible</i>
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		<input checked="" type="checkbox"/>	<i>all good</i>
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		<input checked="" type="checkbox"/>	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		<input checked="" type="checkbox"/>	
11	Clean up work area.		<input checked="" type="checkbox"/>	<i>Clean</i>

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To be performed by: HVAC Technician

Additional Notes: *Asset# 2180 ✓*

Asset# 2181 ✓

Asset# 2183 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR COOLED CHILLER PACKAGE UNIT

SITE ASR BLDG #: *Alexandria* 1400-2

MECHANICS
SIGNATURE:

DATE: 11/8/20

LOCATION/RM #: Exterior of
Boiler Rm. WO# 6392 ASSET # 2182

START TIME: 9:30

FINISH TIME: 11:00

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>Patel+Intertek Maint Record</i>			
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	None
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>	None
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>	Good
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation	<input checked="" type="checkbox"/>	all tight

5	Check mounting for tightness	✓	Good
6	Check for corrosion. Clean and treat with inhibitor as needed	✓	None visible
7	Check fan or blower for bent or damaged blades and imbalance	✓	all 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.	✓	All good
1	Inspect evaporator for any obvious deficiencies.	✓	Looks Good
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓	No leaks visible
1	Lubricate drive coupling, if applicable	✓	None
2	Lubricate motor bearings (non-hermetic), if applicable	✓	None
3	Check bearings for vibrations or unusual noises.	✓	Good
4	Leak test unit with soap test or electronic device	✓	None
5	Check compressor oil level, if applicable.	✓	None
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.	✓	Good
8	Check safety controls for high pressure cut off	✓	Good
1	Confirm chiller is operating through building automation.	✓	Good

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: *Alexandria VA 22302*

MECHANICAL
SIGNATURE

DATE: 10/11/18

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