

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

FACID Building: *Alexandria V4002* Date of Visit: *11/13/18*

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 WO# *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: *[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: *Richard M...*

Date: *13 Nov 2018*

Signed

*[Signature]*

E-Mail

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #: Alexandria VA002MECHANIC SIGNATURE: [Signature]DATE: 11/28/18LOCATION/RM #: Unit WO# 6392 ASSET # 2217START TIME: 9:30FINISH TIME: 9:45

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"/>	Latheback's checked and Rec Tag
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No leaks
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaned filter
3	If applicable, check hours per usage; replace tanks's as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	the digital 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:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Alexandria VA 002

MECHANIC SIGNATURE: [Signature]

DATE: 11/8/18

LOCATION/RM #: Ext 101 WO# 6392 ASSET # 2185

START TIME: 11:15 FINISH TIME: 12:30

ITEM	DESCRIPTION	STATUS	REMARKS
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"/>	Good / Done
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	Good
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	all tight
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	Good
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	Good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	Good
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	No leaks visible
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	all good
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"/>	Good
11	Clean up work area.	<input checked="" type="checkbox"/>	Done

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

Asset# 2184 ✓

Additional Notes: Asset# 2180 ✓  
" 2181 ✓  
" 2183 ✓

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

SITE AND BLDG #: Alexandria 14002

MECHANIC SIGNATURE: [Signature]

DATE: 11/8/18

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

START TIME: 9:30

FINISH TIME: 11:00

NO.	DESCRIPTION	COMPLETED	INITIALS	DATE
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"/>		
<b>COMPLETION</b>				
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"/>		

*Rated & Initialed Maint Record*  
*TS*

*Reye*  
*Long*  
*Good*  
*all tight*

5	Check mounting for tightness	✓		<i>Good</i>
6	Check for corrosion. Clean and treat with inhibitor as needed	✓		<i>None visible</i>
7	Check fan or blower for bent or damaged blades and imbalance	✓		<i>all good</i>
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	✓		<i>done</i>
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.	✓		<i>all good</i>
1	Inspect evaporator for any obvious deficiencies.	✓		<i>looks Good</i>
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		<i>No leaks visible</i>
1	Lubricate drive coupling, if applicable.	✓		<i>None</i>
2	Lubricate motor bearings (non-hermetic), if applicable	✓		<i>None</i>
3	Check bearings for vibrations or unusual noises.	✓		<i>Good</i>
4	Leak test unit with soap test or electronic device.	✓		<i>None</i>
5	Check compressor oil level, if applicable.	✓		<i>None</i>
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.	✓		<i>Good</i>
7	Check vibration eliminators. Replace as necessary.	✓		<i>Good</i>
8	Check safety controls for high pressure cut off	✓		<i>Good</i>
1	Confirm chiller is operating through building automation.	✓		<i>Good</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: HVAC Technician

Additional Notes:

## FILTER REPLACEMENT

DATE: 10/11/18

FINISH TIME: 11:00

[illegible]performed by: **GMW Additional Notes:**