

CERTIFICATION OF WORK

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

FACID/Building: Garthburg MD013 Date of Visit: 11/4/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 11112, 11147, 11171, 11219, 11113, 11172
Air Handlers, DX Chiller, Dehumidifier, Water Heaters, Furnace + Condensing unit
Service Calls – Service Call Number and Description

1. CSS# _____
2. CSS# _____
3. CSS# _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 11/4/19

Signed: [Signature]

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: ARA S.T. LAURENT Date: 11/04/19

Signed: [Signature]

E-Mail: tara.f.stlaurent@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Garthersburg MD 2013MECHANIC SIGNATURE: DATE: 11/4/09LOCATION/RM #: Mechanical Room WO# 11171 ASSET # 1988START TIME: 9:05FINISH TIME: 9:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS	
		YES	NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
1	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Check running motor amperatures on all three phases (record in note column) rotate L1, L2, and L3 amp draws.-Inspect contactors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L1 <u>5.7</u> L2 <u>5.8</u> L3 <u>5.7</u>	
3	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>close</u>	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>close / good</u>	
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>	
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>close / good</u>	
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done / good</u>	
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all / all good</u>	
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>	
12	Report any equipment rust or condensate pan rust -If found open CM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>minimal rust / no water</u>	
13	Flush and clean condensate pans and drains. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done / all good</u>	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>	


CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test free/cestral for proper operation	✓		done/good
17	Vacuum interior of unit.	✓		done/good
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		all good
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	✓		done
20	Clean up work area.	✓		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

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **DEHUMIDIFIER**

SITE AND BLDG #: Gaitheburg MP213 MECHANIC SIGNATURE:  DATE: 11/1/19
 LOCATION/RM #: Area 3 vault WO# 11171 ASSET # 1998 START TIME: 4:20 FINISH TIME: 4:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	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. -Record space humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Space Humidity <u>32</u> %
3	If applicable, check hours per usage, replace tanks as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: Galveston 142013
 LOCATION/RM #: Exterior Bldg #1 WO# 11171 ASSET # 1987

MECHANIC SIGNATURE: [Signature] DATE: 11/1/19
 START TIME: 8:30 FINISH TIME: 9:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	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"/>	
2	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"/>	
3	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"/>	
4	Recover, recycle, or reclaim the refrigerant as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	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"/>	
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Refrigerant oils to be treated as hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	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"/>	
9	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE COMPLETED AT REGULAR INSPECTION SERVICE				
CONDENSER				
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"/>	cleaned
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, connectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
5	Check mounting for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
6	Check for corrosion. Clean and treat with inhibitor as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / all good
7	Check fan or blower for bent or damaged blades and imbalance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
1	Inspect evaporator for any obvious deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / good
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / no leaks detected
1	Lubricate drive coupling, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
2	Lubricate motor bearings (non-hermetic), if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
3	Check bearings for vibrations or unusual noises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / good
4	Leak test unit with soap test or electronic device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
5	Check compressor oil level, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
7	Check vibration eliminators. Replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
8	Document AMP draw on compressors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L1 2.8 L2 2.7 L3 3.2
8	Check safety controls for high pressure cut off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
CONTROLS				
1	Record chilled water supply and return temps and Humidity.	<input type="checkbox"/>	<input type="checkbox"/>	

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To be performed by: HVAC Technician

Additional Notes: