

### CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg 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. 11162, 11147, 11171, 11219, 11113, 11172

Air Handlers, DXChiller, Dehumidifier, Water Heaters, Furnace + Condensing unit

#### Service Calls – Service Call Number and Description

1. CSS# \_\_\_\_\_

2. CSS# \_\_\_\_\_

3. CSS# \_\_\_\_\_

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### CERTIFICATION OF WORK

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To be signed by the Contractor:

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

Signed: Patrick Donovan

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 ST. LAURENT Date: 11/04/19

Signed: ARA ST. LAURENT

E-Mail: ara.f.st.laurent@mail.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

**AIR HANDLER**

**SITE AND BLDG #:** Guthersburg MD 20133 **MECHANIC SIGNATURE:** Joe Sted **DATE:** 11/4/19  
**LOCATION/RM #:** Mechanic Room **WO#** 11171 **ASSET#** 1988 **START TIME:** 9:05 **FINISH TIME:** 9:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROvide EXPLANATION)
		YES	NO	
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.	✓		
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperatures on all three phases (record in note column) notable 1.1, 1.2, and 1.3 amp draws.-Inspect contactors	✓		1.15.7 1.2 5.8 1.3 5.7
3	Tighten all electrical connectors/leads to proper torque.	✓		all good
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		done
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		done
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	✓		done
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		all good
8	Lubricate mechanical bearings and connections sparingly.	✓		done
9	Clean coils by brushing, blowing, vacuuming	✓		done good
10	Check coils for leaking, tightness of fittings.	✓		all good
11	Use fin comb to straighten coil fins.	✓		all good
12	Report any equipment rust or condensate pan rust -If found open CM	✓		minim rust/no water
13	Flush and clean condensate pans and drains. Hose down coils and chain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		done
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.	✓		done fully good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		done

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freezestat for proper operation	✓		Done good
17	Vacuum interior of unit.		✓	Done
18	Check filter doors and access doors for proper gasketing and air leaks.	✓		all good
19	Correct as necessary.			
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 #:** Guthersburg MD 2013

**LOCATION/RM #:** Armory **WO#** 11111 **ASSET #** 1998

**MECHANIC SIGNATURE:** ta S. B. **DATE:** 11/11/19

**START TIME:** 9:20 **FINISH TIME:** 9:30

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
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's 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 #: ConThreshKra 142013

MECHANIC  
SIGNATURE:

DATE: 11/11/19

CHECKPOINT	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.	✓	✓	
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	✓	✓	
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.	✓	✓	
4	Recover, recycle, or reclaim the refrigerant as appropriate.	✓	✓	
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	✓	✓	
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓	✓	
7	Refrigerant oils to be treated as hazardous waste.	✓	✓	
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓	✓	
9	Remove access covers prior to accomplishing check points.	✓	✓	
10	Refrigerant Recovery	✓	✓	
1	Remove debris from air screen and clean underneath unit.	✓	✓	done
2	Pressure wash coil with proper cleaning solution.	✓	✓	Cleaned
3	Straighten fin tubes with fin comb.	✓	✓	done
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors	✓	✓	done
5	Check mounting for tightness.	✓	✓	done
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓	✓	done
7	Check fan or blower for bent or damaged blades and imbalance.	✓	✓	done

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
8	1. 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.	✓		done
1	Inspect evaporator for any obvious deficiencies.	✓		done
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		done/no leak detected
1	1. Lubricate drive coupling, if applicable.	✓		done
2	Lubricate motor bearings (non-hermetic), if applicable.	✓		done
3	Check bearings for vibrations or unusual noises.	✓		done/checked
4	Leak test unit with soap test or electronic device.	✓		done
5	Check compressor oil level, if applicable.	✓		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.			
7	Check vibration eliminators. Replace as necessary.	✓		all good
	Document A/M P draw on compressors	✓		all good
8	Check safety controls for high pressure cut off.	✓		done
1	Record chilled water supply and return temps and Humidity.			

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To be performed by: HVAC Technician

Additional Notes: