

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

FACID/Building: Garthburg MDO13 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 ST. LAURENT Date: 11/04/19

Signed: [Signature]

E-Mail: Ara.f.stlaurent@ciw mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FURNACE

ACTIVITY AND BLDG #: Gaitherburg MD013 MECHANIC SIGNATURE: [Signature] DATE: 11/1/19
 LOCATION/RM #: Bldg# 2 WO# 11172 ASSET # 2012 START TIME: 10:00 FINISH TIME: 10:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS	
		YES	NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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	Replace air filter if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
3	Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	
4	Check smoke stack for obstructions, leaks, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
8	Check and clean plenum (clean cooling coils and check for leaks, if	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
10	Report any rust issues and open a CM ticket	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done	
11	Remove lock outs and tags. Restore fuel and power supply.	<input checked="" type="checkbox"/>	<input 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

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gar Thersburg MD 2013

MECHANIC SIGNATURE: [Signature] DATE: 4/1/19

LOCATION/RM #: Bldg 2 WO# 1172 ASSET # 2011

START TIME: 11:00 FINISH TIME: 11:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</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"/>	<u>Done</u>
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>U/A</u>
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / Clean</u>
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / all good</u>
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Room temp <u>75</u> * Room Humidity <u>38</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
11	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

MECHANIC SIGNATURE:

DATE:

11/11/19

MECHANIC SIGNATURE:

DATE:

11/11/19

START TIME:

10:25

FINISH TIME:

10:50

SITE AND BLDG #:

Guthrieburg

MDA13

LOCATION/RM #:

218g

WO# 11172

ASSET # 2010

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
3	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 27 L2 28 L3 26
4	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
5	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
6	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
7	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
8	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / good
9	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
10	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
11	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no leaks visible
12	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
13	Report any equipment rust or condensate pan rust -If found open CMI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no rust detected
14	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"/>	done
15	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"/>	done
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"/>	done

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test thermostat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>good</i>
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
20	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>

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To be performed by: HVAC Technician

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