

## 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. 11112, 11147, 11171, 11219, 11113, 11172

Air Handlers, DX Chiller, Dehumidifiers, 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: 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**

FURNACE

ACTIVITY AND BLDG #: Gaithersburg MD013

MECHANIC  
SIGNATURE: 

DATE: 10/1/19

LOCATION/RM #: Blg# 2 WO# 11113 ASSET # 2012

START TIME: 10:00

FINISH TIME: 10:20

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.	/		
1	Replace air filter if applicable	/		done
2	Check the fire box liner or refractory for cracks and leaks.	/		4/4
3	Check smoke stack for obstructions, leaks, etc.	/		4/4
5	Clean all fans and motors.	/		done
6	Check operation of controls and safeties.	/		done
7	Lubricate as required.	/		done
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable)	/		done
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	/		done
10	Report any rust issues and open a CM ticket	/		done
11	Remove lock outs and tags. Restore fuel and power supply.	/		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 #:** Grat Thersburg MD 2113

**LOCATION/RM #:** Blot 2 **WO#** 1172 **ASSET #** 2011

**MECHANIC SIGNATURE:** John **DATE:** 6/1/19

**START TIME:** 11:00

**FINISH TIME:** 11:25

<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	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>Done</u>
4	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
5	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done/Clean</u>
6	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
7	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
8	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
9	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
11	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done/No Leaks visible</u>
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and humidity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>75 * 28 %</u>
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
	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**

**SITE AND BLDG #:** Guthersburg MD 2013

**LOCATION/RM #:** Blg 2

**WO#** 1112

**ASSET #** 2010

**START TIME:** 10:25

**FINISH TIME:** 10:50

**MECHANIC SIGNATURE:** F. B. D. **DATE:** 11/1/19

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDED EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
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 temperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.-Inspect contactors	/		1.1 27 1.2 28 1.3 26
3	Tighten all electrical connectors/lugs to proper torque.	/		
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.	/		done / good
8	lubricate mechanical bearings and connections sparingly.	/		done
9	Clean coils by brushing, blowing, vacuuming	/		done
10	Check coils for leaking, tightness of fittings.	/		no leaks visible
11	Use fin comb to straighten coil fins.	/		done
12	Report any equipment rust or condensate pan rust -IF found open CM	/		no rust detected
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.	/		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
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 freonstat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
18	Check filter doors and access doors for proper gasketing and air leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
19	Correct as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
20	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done

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To be performed by: HVAC Technician

Additional Notes: