

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

FAC ID Building: *Guithersburg MD013* Date of Visit: *11/1/18*

Contractor Personnel on Site:

1. <i>Patrick Donovan</i>	4. _____
2. _____	5. _____
3. _____	6. _____

**Work Performed:**

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

1. *LIST WO: AHR handler filters, DX Chiller, Water heater, Dehumidifier*  
2. *Furnace, Condensing unit,*  
3. \_\_\_\_\_  
4. *W.O.#s 6384, 6382, 6351*

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan* Date: *11/1/18*  
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: *Glenn R. Umberger Jr, GS-13* Date: *1 Nov 18*  
Signed: *[Signature]*  
E-Mail: *glenn.r.umberger.civ@naih.mil*

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Gettersburg MD013  
 LOCATION/RM #: Mechanical Room WO# 6382 ASSET # 1988

MECHANIC SIGNATURE: [Signature] DATE: 11/1/18  
 START TIME: 10:00 FINISH TIME: 10:55

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 to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	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"/>	<u>Signal &amp; label Main Record Tag</u>
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>L1 17.4 L2 17.1 L3 17.5</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>Good</u>
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done. Replaced Filters</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>Good</u>
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>lubed</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Clean</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>no leaks visible</u>
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>long/Good</u>
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate E-PA approved solution approved solution. Treat condensate pans with an E-PA approved biocide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Clean</u>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	✓		Good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		Good
16	Check and test freewheel for proper operation	✓		Good
17	Vacuum interior of unit.	✓		Good
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		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: