

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

FACID Building: *Gaithersburg MD013* Date of Visit: *3/6/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

Work Performed:

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

5. LIST WORK: *7624, 7727, 7823, 7628, 7731, 7827*
6. *Grease Trap, Hot Water Pump, Baseboard radiators, Unit Heaters,*
7. *Mini Splits, Condensing units, overhead Vehicle Exhaust systems,*
8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/6/19*

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: *TARA ST LAURENT*

Date: *3/6/19*

Signed: *[Signature]*

E-Mail: *TARA.F.STLAURENT.CN@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: Cratkeburg MD013

MECHANIC SIGNATURE: [Signature]

DATE: 3/8/19

LOCATION/RM #: Exterior WO# 7823 ASSET # 2001#2002

START TIME: 9:00

FINISH TIME: 9:40

ITEM		STATUS	REMARKS
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"/>	
2	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>	
3	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"/>	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	Clear
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	Coil is clean
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	Good
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	Good
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	Good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	Good
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	Asset # 2002 has ice buildup on lines
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	Good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>	over
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	Ice buildup on Asset # 2002 w/ 0.58025
11	Clean up work area.	<input checked="" type="checkbox"/>	100%

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:

Rm 10b
124

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Gautersburg MP013 MECHANIC SIGNATURE: [Signature] DATE: 3/6/19

LOCATION/RM #: See notes WO# 7823 ASSET # 1991#2000 START TIME: 9:00 FINISH TIME: 10:00

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"/>		
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	<input checked="" type="checkbox"/>		
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		Good
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		Good
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		all good
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		see notes
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		Good
6	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/>		Good
7	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		Good
8	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		Good
9	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U.E.	<input checked="" type="checkbox"/>		Good/Clean
10	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		Good
11	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		Good
12	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		done
13	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		done
14	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>		done
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		done

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓			Good
16	Change the filter as needed with the correct size and type filter.	✓			Clean
17	Insure that drain(s) are clear and running.	✓			Good
18	Clean up work area.	✓			Done

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To be performed by: General Maintenance Worker

Additional Notes:

Asset # 1999 Ru 1344 unit has Ice buildup. c/o pot in

Asset # 2000 Ru 106 ✓