

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:

Patrick Donovan

8

6

4.

5.

6.

Work Performed:

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

- 8. First Work: *7624, 7727, 7823, 7628, 7731, 7827*
- 6. *Grease Trap, Hot Water Pump, Baseboard radiators, Unit Heaters, 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: *TD*

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: *TSL*

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaithersburg MD 20878

**MECHANIC
SIGNATURE:** Bob Lutz

DATE: 3/9/19

LOCATION/RM #: Exterior **WO#** 7823 **ASSET #** 20014#2002

START TIME: 9:00

FINISH TIME: 9:40

| Task | Completed | Comments |
|--|-----------|---|
| 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. | ✓ | |
| 2 Schedule outage of unit with personnel in area the unit serves. | ✓ | |
| 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. | ✓ | |
| 4 If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | ✓ | |
| 5 | ✓ | Clear |
| 6 | ✓ | Ceiling clean |
| 7 | ✓ | Good |
| 8 | ✓ | Good |
| 9 | ✓ | Good |
| 10 | ✓ | Good |
| 11 | ✓ | Free bundle on Asset #2002 w/ WO # 8029 |

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
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: East Thresburg **MD013**

MECHANIC
SIGNATURE: John P. Jones

DATE: 3/16/19

LOCATION/RM #: See notes **WO#** 7823 **ASSET #** 1994#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. | ✓ | |
|----|--|---|---------------------------------|
| 2 | Schedule shutdown with operating personnel, as needed. | ✓ | |
| 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. | ✓ | |
| 1 | Check fan blades for dust buildup and clean if necessary. | ✓ | |
| 2 | When applicable, check fan blades and moving parts for cracks and excessive wear. | ✓ | <i>Good</i> |
| 3 | Tighten all electrical connectors to proper torque as needed. | ✓ | <i>Good</i> |
| 4 | Check that the fan runs properly in all speeds as applicable. | ✓ | <i>Good</i> |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | ✓ | <i>Good</i> <i>See notes</i> |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | ✓ | <i>Good</i> |
| 7 | lubricate mechanical connections of dampers sparingly as applicable. | ✓ | <i>Good</i> |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | ✓ | <i>Good</i> |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | ✓ | <i>Good Clean</i> |
| 10 | Check coils for leaking, tightness of fittings. | ✓ | <i>Good</i> |
| 11 | Use fin comb to straighten coil fins as needed. | ✓ | <i>Good</i> |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | ✓ | <i>done</i> |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. | ✓ | <i>done</i> |
| 14 | Vacuum interior of unit. | ✓ | <i>done</i> |

| | | |
|----|---|-------------------------------------|
| | | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. | <input checked="" type="checkbox"/> |
| 16 | Change the filter as needed with the correct size and type filter. | <input checked="" type="checkbox"/> |
| 17 | Insure that drain(s) are clear and running. | <input checked="" type="checkbox"/> |
| 18 | Clean up work area. | <input checked="" type="checkbox"/> |

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To be performed by: General Maintenance Worker

Additional Notes:

Asset # 1999 Run 1344 unit has ice buildup. 6/6 pot in

Asset # 2000 Run 106 ✓