

CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg MD013 Date of Visit: 5/20/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 8485, 8515, 8546, 8516, 8547,

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: 5/20/19

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: ARLT. S. LAURENCE GRIFFIN Date: 5/20/19

Signed: Laurence Griffin

E-Mail: lgriffin@wicm.duvm.edu

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

MECHANIC
SIGNATURE: 

DATE: 5/20/19

SITE AND BLDG #: Gaithersburg MD 013
LOCATION/RM #: Blg#2 WO#8516 ASSET # 2010START TIME: 1:30FINISH TIME: 2:35

ITEM	DESCRIPTION	NOTES
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	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"/>
3	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/> <u>done</u>
4	Check running motor amperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.	<input checked="" type="checkbox"/> <u>1.1 88</u> <u>1.2 10</u> <u>1.3 9.3</u>
5	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/> <u>done</u>
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/> <u>done</u>
7	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/> <u>done</u>
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/> <u>done</u>
9	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/> <u>done</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/> <u>done</u>
11	Use fan comb to straighten coil fins.	<input checked="" type="checkbox"/> <u>done</u>
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/> <u>done</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 EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<input checked="" type="checkbox"/> <u>done</u>

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good
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
16	Check and test freezesat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done/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. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
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"/>	done
20	Clean up work area.	<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 #: Gaithersburg MD013

LOCATION/RM #: Blg#2 **WO#** 8516 **ASSET #** 2011

MECHANIC SIGNATURE: [Signature] **DATE:** 5/20/19

START TIME: 2:40 **FINISH TIME:** 3:00

ITEM	DESCRIPTION	NOTES
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"/>
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/> <i>good</i>
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/> <i>closed</i>
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/> <i>closed to 10 feet</i>
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/> <i>good 75°</i>
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/> <i>closed</i>
11	Clean up work area.	<input checked="" type="checkbox"/>

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #:	<u>Griffithsberg MD013</u>	MECHANIC SIGNATURE:	<u>John L.</u>	DATE:	<u>5/20/19</u>
LOCATION/RM #:	<u>Mech Rm</u>	START TIME:	<u>3:00</u>	FINISH TIME:	<u>3:20</u>
WO#	<u>856</u>	ASSET #	<u>2042</u>		

Activity	Completed	Notes
1 Review manufacturer's instructions.	<input checked="" type="checkbox"/>	
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"/>	
3	<input checked="" type="checkbox"/>	
4 Clean bottom of smoke stack (breaching).	<input checked="" type="checkbox"/>	<i>done</i>
5 Clean all fans and motors.	<input checked="" type="checkbox"/>	<i>done</i>
6 Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<i>done</i>
7 Lubricate as required.	<input checked="" type="checkbox"/>	<i>done</i>
8 Check and clean plenum (clean cooling coils and check for leaks, if applicable).	<input checked="" type="checkbox"/>	<i>done</i>
9 Replace furnace and access panels ends if removed.	<input checked="" type="checkbox"/>	<i>done</i>
10 Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<i>done</i>
11 Treat all rusted areas with rust inhibitor and touch up paint.	<input checked="" type="checkbox"/>	<i>done</i>
12 Remove lock outs and tags. Restore fuel and power supply.	<input checked="" type="checkbox"/>	<i>done</i>

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To be performed by: HVAC Technician

Additional Notes: