

CERTIFICATION OF WORK

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

FACID/Building: Guithersburg 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: 

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: ARFA STLAUCENI, GS-11 Date: 5/20/19

Signed: 

E-Mail: arfa.stlauceni@usmc.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Gaithersburg MD 2013MECHANIC SIGNATURE: [Signature]DATE: 5/20/19LOCATION/RM #: Bldg 2 WO# 8516 ASSET # 2010START TIME: 1:30FINISH TIME: 2:35

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.	✓			done
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.	✓			
1	Check fan blades and moving parts for cracks and excessive wear.	✓			done
2	Check running motor amperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.	✓			1.1 88 1.2 10 1.3 9.3
3	Tighten all electrical connectors/legs to proper torque.	✓			done
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓			single
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓			done
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓			done / replaced
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓			done
8	Lubricate mechanical bearings and connections sparingly.	✓			done
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓			done
10	Check coils for leaking, tightness of fittings.	✓			no leaks detected
11	Use fin comb to straighten coil fins.	✓			done
12	If applicable, clean strainer (annually).	✓			done
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.	✓			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.	✓			good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓			done / good
16	Check and test frezezeal for proper operation	✓			done / good
17	Vacuum interior of unit.	✓			done
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓			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.	✓			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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaitersburg MD013MECHANIC SIGNATURE: 

DATE:

5/20/19LOCATION/RM #: BLD#2 WO# 8516 ASSET # 2011START TIME: 8:40FINISH TIME: 3:00

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 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"/>			done
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>			done
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>			done
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>			all 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"/>			done - no leaks
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"/>			good 75°
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>			all good
11	Clean up work area.	<input checked="" 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 FURNACE

ACTIVITY AND BLDG #: Gaithersburg MTD 013MECHANIC
SIGNATURE: [Signature]DATE: 5/22/19LOCATION/RM #: Mech Rm 8546 ASSET # 202START TIME: 3:00FINISH TIME: 3:20

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"/>	
1	Remove furnace ends and access panels if applicable.	<input checked="" type="checkbox"/>	<u>done</u>
2	Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	<u>fine</u>
3	Check smoke stack for obstructions, leaks, etc.	<input checked="" type="checkbox"/>	<u>okay</u>
4	Clean bottom of smoke stack (breaching).	<input checked="" type="checkbox"/>	<u>good</u>
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<u>okay</u>
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<u>okay</u>
7	Lubricate as required.	<input checked="" type="checkbox"/>	<u>done</u>
8	Check and clean plenum (clean cooling coils and check for leaks, if	<input checked="" type="checkbox"/>	<u>done</u>
9	Replace furnace and access panels ends if removed.	<input checked="" type="checkbox"/>	<u>done</u>
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<u>done</u>
11	Treat all rusted areas with rust inhibitor and touch up paint.	<input checked="" type="checkbox"/>	<u>done</u>
12	Remove lock outs and tags. Restore fuel and power supply.	<input checked="" type="checkbox"/>	<u>done</u>

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To be performed by: HVAC Technician

Additional Notes: