

**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: *11/1/18*

Contractor Personnel on Site:

*Patrick Donovan*

5

6

1. *.....*

2. *.....*

3. *.....*

4. *.....*

5. *.....*

6. *.....*

**Work Performed:**

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

- 7. FIRST WORK: *Air handler filters, DX Chiller, Water heater, Dehumidifiers*
- 6. *Furnace, Condensing unit*
- 8. *W.O. #S 6384, 6382, 6351*

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *11/1/18*

Signed: *Pat B. Ladd*

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: *Glen R. Umberger Jr, GS-13* Date: *1 Nov 18*

Signed: *G.R.Umberger*

E-Mail: *glen.r.umberger.civ@nwihs.mil*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

AIR HANDLER

**SITE AND BLDG #:** Guthersburg MD 2013

**LOCATION/RM #:** Bldg 2 **WO#** 6384 **ASSET #** 2010

**MECHANIC**  
**SIGNATURE:** John

**DATE:** 11/2/18

**START TIME:** 9:30

**FINISH TIME:** 10:20

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.	✓		
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.	✓		
2	Check running motor temperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.	✓		1.1 2.1 1.2 2.0 1.3 2.1
3	Tighten all electrical connectors/lugs to proper torque.	✓		all good
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		MA one zone
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		Good
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓		Replace metal filter
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		Good
8	Lubricate mechanical bearings and connections sparingly.	✓		Good
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		Good
10	Check coils for leaking, tightness of fittings.	✓		No leaks visible
11	Use fin comb to straighten coil fins.	✓		Good
12	If applicable, clean strainer (annually).	✓		Good
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.	✓		Pans clean

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 freestall for proper operation	✓		Good
17	Vacuum interior of unit.	✓		None
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.	✓		None
20	Clean up work area.	✓		None

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: