

CERTIFICATION OF WORK

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

FACID/Building: *Upper Marlboro* Date of Visit: *5/21/19*
MD016

Contractor Personnel on Site:

1. *Patrick Donovan* 2. _____

Work Performed:

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

1. *8466, 8517, 8548, 8466, 8518, Flood lights, Water Heater, Sump pump, AHU (Filters + PMs), Dehumidifier, Freezer,*

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: *5/21/19*

Signed: *[Signature]*

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: *Parker Richard* Date: *20190521*

Signed: *[Signature]*

E-Mail: *Parker.C.Parker8.CMD.usa.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: *Upper Marlboro MD 20772* LOCATION/RM #: *Refr. Rm.* WO# *8517* ASSET # *2024*

MECHANIC SIGNATURE: *John S. C. S.* DATE: *5/22/09*

START TIME: *1:25* FINISH TIME: *2:05*

ITEM	DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓									
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.			✓								
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.				✓							
5	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder					✓						
6	Recover, recycle, or reclaim the refrigerant as appropriate.						✓					
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.							✓				
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.								✓			
9	Refrigerant oils to be treated as hazardous waste.									✓		
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.									✓		
11	Remove access covers prior to accomplishing check points.										✓	
1	Remove debris from air screen and clean underneath unit	✓										
2	Pressure wash coil with proper cleaning solution		✓									
3	Straighten fin tubes with fin comb			✓								
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation				✓							

5	Check mounting for tightness	✓	Done/Correct
6	Check for corrosion. Clean and treat with inhibitor as needed	✓	Done
7	Check fan or blower for bent or damaged blades and imbalance	✓	Done
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable	✓	Done
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets	✓	Done
10	Inspect evaporator for any obvious deficiencies	✓	Done
11	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓	Done/No leaks detected
12	1. Lubricate drive coupling, if applicable 2. Lubricate motor bearings (non-hermetic), if applicable	✓	Done
13	Check bearings for vibrations or unusual noises	✓	Done
14	Test unit with soap test or electronic device	✓	See notes
15	Check compressor oil level, if applicable	✓	Correct
16	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings b. Suction and discharge pressures are proper	✓	See notes
17	Check vibration eliminators. Replace as necessary	✓	See notes
18	Check safety controls for high pressure cut off	✓	See notes
19	1. Confirm chiller is operating through building automation	✓	See notes

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:

Unit is shut down due to building nearing vacancy.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: Upper Marlboro MD 20746MECHANIC
SIGNATURE: DATE: 5/22/19LOCATION/RM #: Mechanical Room WO# 8517 ASSET # 2020START TIME: 9:45FINISH TIME: 10:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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.	<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"/>		
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		<u>done</u>
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	L1 L2 L3 <u>See notes</u>
3	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>		<u>done</u>
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>		<u>done</u> <u>See notes</u>
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		<u>done</u> <u>Changed 3/24/19</u>
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		<u>done</u> <u>See notes</u>
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>		<u>done</u> <u>done no leaks detected</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>		
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>		<u>See notes</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>

CRAFT WORK	CHECKLIST DESCRIPTION	TASK COMPLETION		NO. OF ACTIONS (IF TASK COMPLETED, NO PROVIDED 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.	✓		done
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freezestat for proper operation	✓		
17	Vacuum interior of unit.	✓		
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 See notes
20	Clean up work area.	✓		done See notes

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:

*AHV is shut down due to Boiler + chiller off line
and building is almost vacant.*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: Upper Marlboro MD016MECHANIC SIGNATURE: John StarekDATE: 5/22/19LOCATION/RM #: 1st fl w/o ASSET # 2517START TIME: 10:25FINISH TIME: 11:45

CHECK POINT	DESCRIPTION	TASK COMPLETED		NOTES / ACTIONS
		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.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
3	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L1 <u>Pass</u> L2 <u>Pass</u> L3 <u>Pass</u>
5	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>None</u>
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Not multi zone</u>
7	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>None</u>
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u> <u>See notes</u>
9	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
10	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u> <u>No leaks detected</u>
11	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
12	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u> <u>See notes</u>
13	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
	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"/>	<input type="checkbox"/>	<u>None</u>

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (in task completed is checked to 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 frezestat for proper operation	/		Good. See notes
17	Vacuum interior of unit	/		done
18	Check filter doors and access doors for proper gasketing and air leaks.	/		done
19	Correct as necessary.	/		See notes
20	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.	/		See notes
	Clean up work area.			

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:

AHU's are not online due to Boiler & Chiller off line
+ bldg. being vacated.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DEHUMIDIFIER

SITE AND BLDG #: *Upper Marketplace Hydrols*

MECHANIC

SIGNATURE: *John Brant*

DATE: *8/21/19*

LOCATION/RM #: *Arm's Vault* WO# *2517* ASSET # *2020*

START TIME: *10:30*

FINISH TIME: *10:40*

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>
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"/>	<input type="checkbox"/>	<i>Done</i>
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Good</i>
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Ok.</i>
3	If applicable, check hours per usage, replace tanks as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Done</i>

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: General Maintenance Worker

Additional Notes: