

CERTIFICATION OF WORK

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

FACID/Building:

Upper Marlboro
MD 20746

Date of Visit:

5/21/19

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:



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:

20/90521

Signed:



E-Mail:

Richard.L.Parker@CMCDonald.com

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: Upper Marlboro MD 2016MECHANIC SIGNATURE: [Signature]DATE: 5/22/19LOCATION/RM #: Ref. Rm. WO# 8517 ASSET # 2024START TIME: 1:35FINISH TIME: 2:05

CHECKLIST		DATE		TIME	
NO.	DESCRIPTION	DATE	TIME	DATE	TIME
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		Done	
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.	✓		Done	
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered	✓		Done	
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.	✓		Done	
6	Recover, recycle, or reclaim the refrigerant as appropriate.	✓		Done	
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	✓		Done	
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		Done	
9	Refrigerant oils to be treated as hazardous waste.	✓		Done	
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓		Done	
11	Remove access covers prior to accomplishing check points.	✓		Done	
100% PERFORMANCE AT EXHAUSTION OF TIME					
CONTROLS					
1	Remove debris from air screen and clean underneath unit.	✓		Done	
2	Pressure wash coil with proper cleaning solution.	✓		Done	
3	Straighten fin tubes with fin comb.	✓		Done	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation	✓		Done	

5	Check mounting for tightness	✓			<i>Done/Good</i>
6	Check for corrosion. Clean and treat with inhibitor as needed	✓			<i>Done</i>
7	Check fan or blower for bent or damaged blades and imbalance	✓			<i>Done</i>
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable	✓			<i>Done</i>
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.	✓			<i>Done</i>
10					
1	Inspect evaporator for any obvious deficiencies.	✓			<i>Done</i>
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓			<i>Done / No leaks detected</i>
1	Lubricate drive coupling, if applicable.	✓			<i>Done</i>
2	Lubricate motor bearings (non-hermetic), if applicable	✓			<i>Done</i>
3	Check bearings for vibrations or unusual noises	✓			<i>See notes</i>
4	Leak test unit with soap test or electronic device.	✓			<i>See notes</i>
5	Check compressor oil level, if applicable.	✓			<i>Good</i>
6	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.	✓			<i>See notes</i>
7	Check vibration eliminators. Replace as necessary.	✓			<i>See notes</i>
8	Check safety controls for high pressure cut off.	✓			<i>See notes</i>
1	Confirm chiller is operating through building automation	✓			<i>See notes</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: HVAC Technician

Additional Notes:

Unit is shut down due to building nearing vacancy.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Upper Marlboro 472016
LOCATION/RM #: Megawick WO# 8517 ASSET # 2020

MECHANIC SIGNATURE: [Signature] DATE: 5/22/19
START TIME: 9:45 FINISH TIME: 10:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		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"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<u>L1</u> <u>L2</u> <u>L3</u> <u>See notes</u>
3	Tighten all electrical connectors/plugs to proper torque.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<u>See notes</u>
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done / 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"/>	<input type="checkbox"/>	<u>See notes</u>
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done no leaks detected</u>
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<u>done</u>

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
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 freestat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done See notes
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"/>	See notes
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:

A.H.U. 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 MP016 MECHANIC SIGNATURE: [Signature] DATE: 5/22/19
 LOCATION/RM #: Full Hall WO# 8517 ASSET # 2021 START TIME: 10:25 FINISH TIME: 11:45
2022, 2023

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETED 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.	<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"/>	
TO BE PERFORMED BY AIR HANDLER SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pass
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 type="checkbox"/>	L1 _____ L2 _____ L3 _____ See notes
3	Tighten all electrical connectors/plugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pass
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not mult zone
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pass
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done. Filters are clean
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done See notes
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no leaks detected
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done See notes
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	<input type="checkbox"/>	done

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 frezestat for proper operation	✓		See notes
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.		✓	See notes
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:

AHLU's are not online due to Boiler & Chiller offline + bldg. being vacated.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #: Upper Marlboro MT2016
 LOCATION/RM #: Arm's Vault WO# 8517 ASSET # 2030

MECHANIC SIGNATURE: [Signature] DATE: 5/21/19
 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"/>	<u>Done</u>
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"/>	<u>Done</u>
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>OK.</u>
3	If applicable, check hours per usage, replace tanks as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>

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: